

## **Exhibit 6 –Historical Permitting and Financial Data-Part B (Class Specifications)**

**FULTON COUNTY SALARY RANGE CHART**  
**EFFECTIVE JANUARY 12, 2005**  
**ANNUAL SALARY**

| <b><u>DBM</u></b><br><b><u>RATING</u></b> | <b><u>MINIMUM</u></b> | <b><u>MARKET</u></b><br><b><u>TREND</u></b> | <b><u>MAXIMUM</u></b> |
|---|-----------------------|---|-----------------------|
| *A10                                      | \$ 14,329 (6.8889)    | \$ 16,118                                   | \$ 24,813             |
| *A11 ✓                                    | 17,010 (8.1449)       | 19,136                                      | 29,459                |
| *A12                                      | 19,691 (9.4668)       | 22,150                                      | 34,098                |
| A13 ✓                                     | 22,375 (10.7572)      | 25,169                                      | 38,743                |
| B21                                       | 25,506 (12.2625)      | 28,692                                      | 44,168                |
| B22                                       | 29,077 (13.9793)      | 32,709                                      | 48,415                |
| B23                                       | 32,649 (15.6966)      | 36,723                                      | 52,271                |
| B31                                       | 37,122 (17.8471)      | 41,756                                      | 57,143                |
| B32                                       | 42,484 (20.4250)      | 47,790                                      | 62,886                |
| C41                                       | 46,957 (22.5755)      | 52,820                                      | 66,678                |
| C42                                       | 50,529                | 56,838                                      | 71,750                |
| C43                                       | 54,100                | 60,856                                      | 76,822                |
| C51                                       | 57,683                | 64,885                                      | 84,793                |
| C52                                       | 61,254                | 68,903                                      | 90,044                |
| C53                                       | 64,825                | 72,920                                      | 95,293                |
| D61                                       | 68,408                | 76,949                                      | 103,979               |
| D62                                       | 71,979                | 80,968                                      | 109,408               |
| D63                                       | 75,552                | 84,986                                      | 114,838               |
| D71                                       | 80,024                | 90,015                                      | 125,637               |
| D72                                       | 85,386                | 96,048                                      | 134,056               |
| E81                                       | 89,859                | 101,081                                     | 145,574               |
| E82                                       | 93,430                | 105,097                                     | 151,360               |
| E83                                       | 97,002                | 109,114                                     | 157,145               |
| E91                                       | 101,476               | 114,145                                     | 164,391               |
| E92                                       | 106,838               | 120,178                                     | 173,079               |
| F101                                      | 112,200               | 126,212                                     | 181,767               |
| F102                                      | 117,565               | 132,243                                     | 190,454               |

\*Effective 1/16/2002, the lowest salary rate at which a permanent full-time employee can be hired is \$21,000/yr.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator II

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|--------------|-------------------|----------------|
| 101004   | B         | C42           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to coordinating a wide range of administrative functions in support of departmental operations that cross functional lines, such as personnel, budget, finance, purchasing, and information and records management. Responsibilities include providing analysis, advice, and recommendations on assigned functional issues; representing assigned department at meetings and conferences; and coordinating the implementation of special projects, budgets, and grants.</p>   |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the second level within a three-level administrative professional classification series. Administrative Coordinator II is distinguished from Administrative Coordinator III in that the former coordinates a wide range of administrative functions and provides lead direction to or supervises administrative support staff as required, whereas the latter coordinates and supervises a wide range of administrative functions in addition to supervising professional and administrative support staff.</p>  |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Provides coordination for a wide range of administrative functions in support of departmental operations, such as personnel, budget, finance, purchasing, and information and records management.</li> <li>■ Interprets and communicates personnel and administrative rules, regulations, policies, and procedures.</li> <li>■ Provides lead direction to or supervises assigned staff as required, including establishing workloads, prioritizing work assignments, monitoring employee performance, interpreting policies and procedures, and resolving staff issues.</li> <li>■ Creates, composes, edits, prepares, and distributes various reports and forms of correspondence.</li> <li>■ Analyzes issues affecting assigned functions, provides advice and recommendations, and makes limited-judgment decisions to facilitate resolution.</li> <li>■ Represents assigned department in meetings, hearings, and presentations and serves on committees as required.</li> <li>■ Coordinates implementation of special projects, budgets, and grants.</li> <li>■ Assists in developing legislative and tracking programs.</li> </ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator II

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office practices and procedures;
- General office equipment;
- Principles and practices of supervision;
- Principles and practices of business and/or public administration;
- Correct grammar, spelling, and English usage;
- Principles and practices of customer service;
- Theories and principles of basic mathematics;
- Methods used to conduct research and/or statistical analyses;
- Principles and practices of budget administration;
- Personal computers and related software;
- Principles and practices of grants administration.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Providing lead direction to or supervising assigned staff;
- Organizing and prioritizing work and coordinating multiple assignments simultaneously;
- Coordinating preparation of budgets and grants;
- Preparing and presenting oral and written communications;
- Resolving problems and making decisions;
- Analyzing issues and making recommendations;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and fax machine;
- Performing mathematical computations;
- Providing effective customer service;
- Conducting research and/or statistical analysis and compiling results;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration or a related field; and three (3) years progressively responsible administrative experience involving making decisions and providing issues analyses and recommendations or a related area, including two (2) years lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator II

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License *(as required by position assignment)*.

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, mobility, fingering, driving, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/10/03. DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator III

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|--------------|-------------------|----------------|
| 101006   | B         | CS1           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to coordinating and supervising a wide range of administrative functions in support of departmental operations that cross functional lines, such as personnel, budget, finance, purchasing, information and records management, issues analyses, program evaluation and planning, and special projects. Responsibilities include providing analyses, advice, and recommendations on high-visibility and complex issues; developing and administering special projects; maintaining financial accountability for assigned functions; and marketing and promoting the services of assigned department as required.</p>  |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the third level within a three-level administrative professional classification series. Administrative Coordinator III is distinguished from Administrative Coordinator II in that the former coordinates and supervises a wide range of administrative functions in addition to supervising professional and administrative support staff, whereas the latter coordinates a wide range of administrative functions and provides lead direction to or supervises administrative support staff as required.</p>   |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample: position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Provides coordination for and supervises a wide range of administrative functions in support of departmental operations, such as personnel, budget, finance, purchasing, information and records management, issues analyses, program evaluation and planning, travel/in-service training, and information technology services.</li> <li>■ Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.</li> <li>■ Approves a variety of administrative actions and transactions.</li> <li>■ Interprets and enforces personnel, administrative, and departmental rules, regulations, policies, and procedures.</li> <li>■ Creates, composes, edits, prepares, and distributes various reports and forms of correspondence.</li> <li>■ Analyzes high-visibility and complex issues affecting assigned functions, provides advice and recommendations, and makes independent judgment decisions to facilitate resolution.</li> <li>■ Represents assigned department in meetings, hearings, presentations, and on committees.</li> <li>■ Develops and manages projects, major studies, reviews, initiatives, budgets, and grants.</li> </ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator III

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Office practices and procedures;
- General office equipment;
- Principles and practices of supervision;
- Principles and practices of business and/or public administration;
- Correct grammar, spelling, and English usage;
- Principles and practices of customer service;
- Theories and principles of basic mathematics;
- Methods used to conduct research and/or statistical analyses;
- Principles and practices of budget development and administration;
- Personal computers and related software;
- Principles and practices of grants development and administration.

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work and coordinating multiple assignments simultaneously;
- Developing and managing budgets and grants;
- Preparing and presenting oral and written communications;
- Resolving complex problems and making decisions;
- Analyzing issues and making recommendations;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and fax machine;
- Performing mathematical computations;
- Providing effective customer service;
- Conducting research and/or statistical analysis and compiling results;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration or a related field; and four (4) years progressively responsible administrative experience involving making decisions and providing issues analyses and recommendations or a related area, including three (3) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Planning Analysis Manager

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 202455      | B         | C52           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class supervises the work of assigned professional staff engaged in the preparation of rezoning analyses and recommendations for presentation to the Board of Commissioners and County Planning Commission.

**DISTINGUISHING CHARACTERISTICS:** This is a stand-alone classification which does not fit within a classification series. Incumbent supervises staff involved in the preparation of zoning/use permit agendas within the Department of Environment and Community Development.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Supervises assigned staff engaged in the preparation of zoning/use permit/modification agendas and recommendations for presentation to the Fulton County Community Zoning Board and Board of Commissioners.
- Develops, implements, and administers various planning programs related to zoning activities.
- Consults with zoning applicants to advise them of County regulations and standards for development and evaluates development proposals for compliance with zoning procedures.
- Consults with community leaders, land developers, and property owners to facilitate rezoning compromises.
- Coordinates with other County departmental staff, business leaders, non-profit agencies, and community development organizations to evaluate and develop proper zoning criteria and recommendations.
- Provides information to the general public regarding County zoning and land development policies and procedures.
- Conducts public meetings and workshops to obtain and provide information pertinent to rezoning/use permit/modification cases.
- Prepares complex reports, records, and correspondence as required.
- Conducts training sessions with appropriate staff to provide current techniques and training on new zoning procedures, policies, and issues.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Federal, state, and local laws and regulations related to urban planning, land development, zoning, and land management;
- Zoning processes and land development standards;
- Database design and maintenance;
- Methods and techniques used in mediation related to area of assignment;
- Principles and practices of strategic planning and public and business administration;
- Principles and practices of management and supervision;
- Personal computers and related software;
- Principles and practices of urban planning and land development.



# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Planning Analysis Manager**

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Managing and supervising assigned staff;
- Interpreting maps and drawings;
- Utilizing statistical methods and preparing analysis evaluations and recommendations;
- Formulating effective recommendation and solutions;
- Organizing and prioritizing work;
- Coordinating staff training;
- Conducting effective presentations;
- Preparing and presenting comprehensive oral and written reports;
- Mediating disputes between competing interest groups;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in planning, architecture, landscape architecture, engineering, or a related field; and five (5) years experience as a professional planner, including three (3) years experience performing program administration duties, plus two (2) years supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Planning Analysis Manager**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, carrying, mobility, driving, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 10/25/01.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Planner, Senior

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 202456      | B         | C51           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs process duties related to supervising assigned staff in the planning division. Responsibilities include developing planning priorities, coordinating planning projects, and developing and recommending policies and procedures.

**DISTINGUISHING CHARACTERISTICS:** This is the fourth level within a four-level planning classification series. The Planner, Senior is distinguished from the Planner III in that the former supervises assigned staff in addition to developing planning priorities and coordinating planning projects, whereas the latter provides lead direction to assigned staff on planning projects and interdepartmental teams.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Develops planning priorities and coordinates planning projects with County staff, members of the community, and consultants.
- Develops and recommends policies and procedures.
- Evaluates programs and proposals for compliance and interprets policies established by the Board of Commissioners.
- Facilitates compromises among parties with divergent interests in the planning process.
- Conducts public meetings and workshops to obtain and disseminate information.
- Provides advice on County regulations and standards and briefs County administrators on planning programs.
- Supervises work teams and manages assigned projects.
- Forecasts needs, prepares budgets, estimates costs, and defines program objectives.
- Schedules, coordinates, and assigns planning activities.
- Administers contracts and grants and develops proposals and seeks funding sources.

## FULTON COUNTY, GEORGIA CLASS SPECIFICATION

### CLASS TITLE: Planner, Senior

#### KNOWLEDGE: (position requirements at entry):

##### Knowledge of:

- Principles and practices of supervision;
- Principles and practices of current and comprehensive planning, landscape design, and recreational planning;
- Demographic and planning information resources;
- Personal computers and related software;
- Data analysis and general statistical techniques;
- Zoning processes, development standards, sampling and survey techniques;
- Database design and maintenance;
- Private finance mechanisms to augment governmental funding;
- Principles and practices of project management, construction standards and techniques;
- Laws and regulations governing program administration for grant-funded projects and ordinances related to planning, development, and zoning issues;
- Local government organizations and decision making processes;
- Principles and practices of governmental budgeting, including financial analysis, operating and capital budgets;
- Principles and practices of planning and County policies in a variety of situations
- Principles and practices of strategic planning;
- Principles and practices of business and/or public administration.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Planner, Senior**

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Supervising assigned staff;
- Providing effective customer service;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Organizing and prioritizing work and resolving problems;
- Conducting planning research analysis and design and preparing reports;
- Understanding and analyzing community issues related to planning and mediating disputes between competing interest groups;
- Reading blueprints, conducting site inspections, and interpreting architectural plans and specifications;
- Using drafting tools;
- Identifying land forms;
- Assessing suitability of land for development;
- Summarizing and presenting information for decision makers;
- Identifying appropriate funding mechanisms;
- Researching and identifying pertinent regulations and laws for programs administration;
- Managing work teams, including providing direction, reviewing work, and developing consensus;
- Interpreting policies for program implementation;
- Identifying management techniques for personnel and resource administration;
- Establishing and maintaining effective working relationships with staff, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work directions.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in planning, architecture, landscape architecture, or a related field; and five (5) years experience as a professional planner, including three (3) years experience in program administration, and two (2) years lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia State Driver's License.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

**CLASS TITLE: Planner, Senior**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require lifting, carrying, bending, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Some may require working outside and exposure to adverse weather conditions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 12/15/03.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Cadastral Cartographer

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 202608      | C         | B22           | Non-Exempt   | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs operational duties related to mapping technical designs, converting source documents, and updating property records. Responsibilities include constructing and maintaining cadastral mapping systems and researching/compiling necessary resources for constructing cadastral maps.

**DISTINGUISHING CHARACTERISTICS:** This is the first level within a two-level cadastral cartographer classification series. Cadastral Cartographer is distinguished from GIS Cadastral Cartographer in that the former prepares property records manually, enters data, and produces output drawings, whereas the latter electronically generates new and existing maps and designs for property records, including researching information and operating a geographic information systems plotter.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Updates tax field book maps from deeds, plats, tax sales, condominium declarations, right-of-way deeds, and other legal instruments of transfer.
- Researches records in deed books and plats.
- Subdivides and consolidates new and existing property drawings and records.
- Unitizes plats with property unit number by recording the number on a master copy.
- Reproduces Geographic Information Systems tax maps from subdivision and condominium maps for field books and for use by the general public.
- Operates computer and microfilm reader and printer to locate and research information.
- Creates various records to update property ownership information on the computer system.
- Responds to written and telephone inquiries related to tax maps, property ownership, location, and dimensions.
- Provides assistance and information to governmental officials and the general public.
- Utilizes Geographic Information Systems software to determine appropriate data layer for updates, changes, and inventory records maintenance.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of drafting and engineering design;
- Cadastral mapping, drafting, and plotting techniques;
- Methods and techniques used in drafting and engineering design;
- Principles and practices of Geographic Information Systems (GIS);
- Various computerized mapping software packages, such as ArcView and ArcInfo;
- Laws, rules, and regulations governing right-of-way acquisitions;
- Geographic Information Systems software and related data file formats;
- Principles and practices of customer service;
- Personal computers and related software.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Cadastral Cartographer**

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Reading maps, plats, and deeds;
- Providing effective customer service;
- Operating personal computers, including spreadsheet, database, word processing, presentation, Geographic Information Systems, and other related software;
- Designing and compiling maps using graphical source materials, such as aerial photography, survey documents, existing maps, etc.;
- Applying principles related to drafting and engineering design;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; completion of course work from an accredited technical or vocational school in geographic mapping, drafting, mechanical drawing, or a related field; and two (2) years experience performing drafting, mapping, mechanical drawing, or engineering design, including one (1) year computerized mapping experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- None required.



# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Cadastral Cartographer**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, walking, mobility, reaching, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to Part II of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 6/9/03. JW/TAE/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Network Manager

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 202618      | B         | C51           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs process duties related to maintaining an assigned departmental or work unit information system based on a mid-range computer or similar-scale network. Responsibilities include overseeing the work of assigned staff, managing data, and providing systems planning and analysis in support of departmental/work unit operations.

**DISTINGUISHING CHARACTERISTICS:** This is the fourth level within a four-level departmental information systems network classification series. Network Manager is distinguished from Network Coordinator in that the former manages a departmental information system based on a mid-range computer or similar-scale network and provides systems planning, operations, and data management; whereas the latter provides lead direction to assigned staff and designs, configures, and installs Local Area and Wide Area Networks (LAN/WAN). This series is distinguished from the Information Systems/Information Technology-Networks and Personal Computers series by its focus on support to specific departments and users, rather than on centralized support to the County as a whole.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Maintains an assigned departmental or work unit information system based on a mid-range computer or similar-scale network which provides significant data management resources.
- Manages assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff conflicts, and administering disciplinary action as required.
- Provides system planning and analysis in support of departmental/work unit operations.
- Plans and implements hardware and software installations and performs programming and database management.
- Conducts operational research on application and software systems.
- Provides training programs for office automation and information systems tools.
- Writes program narratives, systems test plans, and data conversion plans and instructs assigned staff in systems and program procedures and methodology.
- Oversees systems software analysis and systems programming.
- Provides technical support to system users and prepares detailed procedures and guidelines.
- Prepares computer hardware and software bid specifications for the procurement of equipment.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Network Manager

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Principles and practices of management and supervision;
- Operating procedures related to mainframe and personal computers;
- Principles and practices of computer programming;
- System software design;
- Computer and telecommunications theory, method, and design;
- Methods and techniques used to conduct research related to area of assignment;
- Systems administration, network administration, and communication protocol;
- Mid-range, client/server, and personal computer systems;
- Mainframe interconnectivity;
- Principles and practices of project management related to area of assignment;
- Principles and practices of customer service.

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Managing and supervising assigned staff;
- Organizing and prioritizing work;
- Designing and administering databases;
- Providing effective customer service and technical support;
- Performing systems analysis and developing applications;
- Designing systems within a mid-range, client/server, and personal computer environment;
- Providing training to system users;
- Analyzing and resolving problems;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in information systems, accounting, management, business or public administration, or a related field; and five (5) years experience in system analysis and design, computer programming, computer networking, or a related area, including two (2) years supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License.

**FULTON COUNTY, GEORGIA**  
**CLASS SPECIFICATION**

**CLASS TITLE: Network Manager**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, mobility, bending, fingering, driving, talking, hearing, seeing, and repetitive physical motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 6/17/02.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Specialist

| CLASS CODE: | FEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 303084      | E         | B23           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs duties related to monitoring health and environmental regulatory compliance in a variety of settings. Responsibilities include inspecting facilities, reviewing plans and drawings, issuing permits, assessing fees, and responding to complaints.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a six-level environmental health classification series. Environmental Specialist is distinguished from Environmental Technician in that the former performs complex inspections on industrial and/or food establishments, and commercial, institutional, and residential facilities; whereas the latter receives and investigates complaints from the public concerning health and environmental violations.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Inspects various types of swimming pools and bathing facilities to determine if the facility or system equipment and appurtenances are in good working order and comply with health and safety regulations and permit requirements.
- Inspects fixed and temporary food services facilities, residential institutions, and tourist accommodations to ensure compliance with health and safety regulations, space, and other permit requirements.
- Inspects new or abandoned water wells to ensure the integrity of the groundwater supply.
- Inspects solid waste truck and car wash facilities and/or sewage removal trucks to ensure compliance with Federal, state, and local regulations.
- Approves the use of septic tank systems, reviews percolation tests on soil samples and performs visual inspections of properties to determine whether septic tank systems may be used.
- Reviews architectural plans for food service establishments and solid waste facilities.
- Certifies septic tank contractors.
- Investigates complaints from the public concerning violations of septic tank regulations.
- Leads special health and safety investigations as needed.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Specialist

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of engineering and construction;
- Methods and techniques used in performing health/environmental investigations;
- Methods and techniques used in performing investigations related to area of assignment;
- Methods and techniques used in health and safety inspections;
- Basic principles of chemistry and biology;
- Laws, rules, and regulations governing public health and environmental safety;
- Occupational hazards and safety precautions related to area of assignment;
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Reading, interpreting, and applying complex public health and environmental safety regulations;
- Communicating effectively both orally and in writing;
- Conveying technical information to technical and non-technical audiences from diverse backgrounds;
- Collecting water samples;
- Preparing detailed documentation of investigations;
- Analyzing information and reaching sound conclusions;
- Operating personal computers, including spreadsheet, database, word processing, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in environmental health, biological or physical science, civil or sanitary engineering, or mathematics; and one (1) year experience working in an environmental health or sanitation environment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License *(as required by position assignment)*.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Environmental Specialist**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, driving, talking, hearing, seeing, and repetitive physical motions. Work may require working outside, exposure to adverse weather conditions, exposure to moving mechanical parts, chemicals, odors and/or diseases, and exposure to safety and security risks.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/7/06.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Environmental Specialist, Senior**

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 303085      | E         | B31           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs duties related to monitoring health and environmental regulatory compliance in a variety of settings. Responsibilities include inspecting facilities, reviewing plans and drawings, issuing permits, assessing fees, providing lead direction and training to assigned staff, developing program cost estimates, responding to complaints, and taking enforcement actions as appropriate.

**DISTINGUISHING CHARACTERISTICS:** This is the third level within a six-level environmental health classification series. Environmental Specialist, Senior is distinguished from Environmental Specialist in that the former provides lead direction and training to other Environmental Specialists, whereas the latter performs complex inspections on industrial and/or food establishments, and commercial, institutional, and residential facilities.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Inspects swimming pools and bathing facilities to ensure that equipment and appurtenances are in good working order, and comply with health and safety regulations and permit requirements.
- Develops cost estimates, and approves plans and permits for commercial properties.
- Inspects fixed and temporary food services facilities to ensure compliance with health and safety regulations and permit requirements.
- Inspects residential institutions and tourist accommodations to ensure compliance with health and safety regulations, space and permit requirements, and other standards.
- Collects water samples, and inspects new or abandoned water wells, and construction sites to ensure the integrity of the groundwater supply; issues water well permits.
- Inspects solid waste and sewage removal trucks, and/or car wash facilities to ensure compliance with Federal, state, and local regulations.
- Provides lead direction to assigned staff in the proper methods of inspection.
- Approves the use of septic tank systems and installation of pools, reviews percolation tests on soil samples, and performs visual inspections of properties to determine whether septic tank systems or pools may be installed.
- Reviews architectural and engineering plans for swimming pools, food service establishments, solid waste facilities, and tourist accommodations.
- Certifies septic tank contractors.



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Specialist, Senior

#### KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Principles and practices of engineering and construction;
- Methods and techniques used in basic scientific analysis;
- Methods and techniques used in environmental testing;
- Environmental safety regulations;
- Federal, state, and local regulations governing public health and environmental safety;
- Health and safety inspection methods;
- Investigation methods related to area of assignment;
- Basic principles of chemistry and biology;
- Personal computers and related software.

#### SKILLS: (position requirements at entry):

Skills in:

- Providing lead direction to assigned staff;
- Preparing and presenting oral and written communications/reports;
- Evaluating new health and safety products related to area of assignment;
- Estimating costs and managing projects related to area of assignment;
- Collecting water samples;
- Documenting investigations;
- Reading, interpreting, and applying complex public health and environmental safety regulations;
- Conveying technical information to technical and non-technical audiences from diverse backgrounds;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in environmental health, biological or physical science, civil or sanitary engineering, or mathematics; and two (2) years experience performing environmental health inspections; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License *(as required by position assignment)*.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE:** Environmental Specialist, Senior

### PHYSICAL REQUIREMENTS:

Positions in this class typically require stooping, kneeling, crouching, reaching, sitting, standing, walking, lifting, fingering, grasping, driving, talking, hearing, seeing, and repetitive physical motions. Work may require working outside, exposure to adverse weather conditions, exposure to moving mechanical parts, chemicals, odors and/or diseases, and exposure to safety and security risks.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/7/06.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Health Supervisor

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 303086      | E         | C43           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent performs duties related to supervising the day-to-day functions of the environmental, health, and safety programs for Fulton County Government. Responsibilities include supervising assigned staff, assisting with developing and monitoring assigned unit budget, and investigating health and safety regulatory compliance issues.

**DISTINGUISHING CHARACTERISTICS:** This is the fourth level within a six-level environmental health classification series. Environmental Health Supervisor is distinguished from Environmental Specialist, Senior in that the former is responsible for supervising assigned staff, assisting with budget development, and monitoring assigned unit budget; whereas the latter provides lead direction to assigned staff.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, making hiring or termination decisions/recommendations, and administering disciplinary action as required.
- Conducts training programs for operators of regulated facilities.
- Assists with developing and monitoring the budget for assigned environmental health program.
- Participates in the development of fee schedules and program plans.
- Develops and implements program activities and monitors program to evaluate the effectiveness of program plans.
- Performs special investigations as required.
- Coordinates activities with agencies, such as the Environmental Protection Agency (EPA), Centers for Disease Control (CDC), and Food and Drug Administration (FDA), and with governmental officials, attorneys, developers, and other individuals affected by safety and health regulations.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of supervision;
- Principles and practices of engineering and construction;
- Principles and practices of health and safety inspection;
- Principles and practices of budget development and administration;
- Investigative methods as related to area of assignment;
- Laws, rules, and regulations governing public health and environmental safety;
- Basic principles of chemistry and biology;
- Methodology used in setting fee schedules;
- Personal computers and related software.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Health Supervisor

#### SKILLS: (position requirements at entry):

##### Skills in:

- Supervising assigned staff;
- Developing program activities;
- Developing and monitoring budgets;
- Managing projects;
- Preparing and presenting oral and written communications/reports;
- Preparing narrative and statistical reports on program activities;
- Reading, interpreting, and applying complex public health and environmental safety regulations;
- Collecting water samples;
- Preparing detailed documentation of investigations;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in environmental health, biological or physical science, or civil or sanitary engineering; and three (3) years experience as an Environmental Specialist, including one (1) year lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Quality Specialist

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 303089      | B         | C42           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs duties related to providing oversight and enforcement of various Fulton County environmental programs. Responsibilities include performing onsite investigations, monitoring, and sampling of environmental hazards in unincorporated Fulton County; reviewing and interpreting technical reports; and promoting awareness of water conservation techniques and non-point source pollution.

**DISTINGUISHING CHARACTERISTICS:** This is a stand-alone classification which does not fit within a classification series. Incumbent in this class provides monitoring, technical enforcement, and oversight of County environmental enforcement programs, including Water Ban Restrictions, Hazardous Waste Operations, and Storm Water Management.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Provides technical oversight for hazardous waste management and ensures general compliance with environmental regulations.
- Performs onsite investigation, monitoring, and sampling in response to complaints concerning violations of environmental regulations and restrictions.
- Provides monitoring, enforcement, and data management of water ban restrictions for areas of unincorporated Fulton County.
- Compiles and maintains databases of water, stormwater, and other regulatory compliance reporting.
- Develops and implements outreach programs to provide public awareness and education regarding household hazardous waste, stormwater stenciling, and water conservation.
- Reviews and interprets technical reports to determine the impact of findings as related to environmental legislation and studies.
- Performs onsite testing for erosion, turbidity, and water quality.
- Researches environmental trends and issues and prepares and submits technical reports, grants, and/or correspondence.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Quality Specialist

#### KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Principles and practices of hydrology, biology, chemistry, environmental engineering, and hazardous materials management;
- Principles and practices of general engineering, planning, and construction;
- Methods and techniques used to conduct chemical and/or biological water quality testing;
- Laws, rules, and regulations governing water quality, water conservation, stormwater management, water pollution, and septic tank systems;
- Maps, site plans, technical reports, and sampling data;
- Construction site monitoring;
- Field assessment and monitoring protocols, methods, and equipment;
- Environmental quality regulatory programs;
- Research and trends in the practice of environmental quality investigations, pollution control, and remediation;
- Principles and practices of grants development and administration;
- Personal computers and related software.

#### SKILLS: (position requirements at entry):

Skills in:

- Conducting technical research and making judgments based on analyses;
- Conducting environmental assessments, onsite investigations, monitoring, remediation, and pollution control activities;
- Conducting research on environmental issues and trends;
- Developing and administering grants;
- Reading and interpreting site plans, maps, technical reports, and sampling data;
- Performing storm drain stenciling and chemical/biological water quality testing;
- Investigating and monitoring complaints related to environmental violations;
- Organizing and prioritizing work;
- Preparing and presenting oral and written communications/reports;
- Interacting effectively with persons of diverse socioeconomic and cultural backgrounds;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in biology, chemistry, geology, hydrology, environmental science, hydrogeology, or a related field; and four (4) years experience in water quality, environmental management, soils management, or a related area; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Quality Specialist

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, lifting, carrying, climbing, balancing, bending, crouching, kneeling, crawling, reaching, twisting, pushing, pulling, grasping, fingering, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather and wet and/or humid conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### Physical Profile:

This is a category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/7/06.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Quality and Education Manager

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 303091      | B         | C51           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs process duties related to planning, implementing, and managing a comprehensive environmental education and awareness program for various audiences within Fulton County. Responsibilities include managing assigned staff; developing community involvement programs; and researching, preparing, and reviewing technical reports, grants, and correspondence.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a three-level environmental education classification series. Environmental Quality and Education Manager is distinguished from Environmental Affairs, Assistant Director in that the former plans, coordinates, and manages a comprehensive environmental education and awareness program for a variety of audiences in addition to managing assigned staff, whereas the latter manages assigned staff and administers multiple functions associated with environmental affairs policy development and education.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Plans, implements, and manages a comprehensive environmental education and awareness program for various audiences within Fulton County.
- Manages assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Oversees daily program activities designed to educate citizens on the proper handling of solid wastes, water conservation, and steps to improve air and water quality.
- Develops and implements various environmental programs, such as Adopt-A-Stream, Storm Water Drain Stenciling, Water Conservation, Septic Systems, and Water Ban Enforcement.
- Develops and implements community outreach programs to attract local coordinators and volunteers through public campaigns, public appearances, workshops, and other applicable methods.
- Researches current environmental trends and issues and prepares, submits, and reviews technical reports, grants, and correspondence.
- Informs the Department Head, County Manager, and Board of Commissioners on the progress and status of environmental programs.
- Collaborates with the Department of Public Works and provides technical assistance in planning and implementing comprehensive environmental management programs.
- Conducts and participates in public hearings and meetings to provide technical assistance, review, analysis, and input on various environmental issues.



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Quality and Education Manager

#### KNOWLEDGE: (position requirements at entry):

##### Knowledge of:

- Principles and practices of management and supervision;
- Theories and principles of environmental science, biology, and chemistry;
- Principles and practices of general engineering, planning, and construction;
- Laws, rules, and regulations governing water quality, water conservation, stormwater management, water pollution, and septic tank systems;
- Principles and practices of water quality, water conservation, recycling, and xeriscaping;
- Methods and techniques used to conduct visual stream surveys and watershed walks;
- Current developments in non-point source pollution;
- Methods and techniques used to develop environmental education/awareness programs and community outreach activities;
- Construction site monitoring;
- Methods and techniques used to perform storm drain stenciling;
- Principles and practices of grants development and administration;
- Methods and techniques used to conduct chemical and/or biological water quality testing;
- Principles and practices of program planning;
- Personal computers and related software.

#### SKILLS: (position requirements at entry):

##### Skills in:

- Managing and supervising assigned staff;
- Organizing and prioritizing work;
- Preparing and presenting oral and written communications/reports;
- Interpreting and enforcing policies and procedures;
- Developing and administering grants;
- Planning, developing, and implementing environmental education/awareness programs and community outreach activities;
- Interacting effectively with persons of diverse socioeconomic and cultural backgrounds;
- Developing educational curriculums, press releases, and promotional materials related to environmental issues, such as water quality, conservation, pollution, recycling, and xeriscaping;
- Applying principles of basic biology, chemistry, and environmental science;
- Reading and interpreting site plans, maps, technical reports, and sampling data;
- Conducting research on environmental issues and trends;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Quality and Education Manager

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, education, environmental science, or a related field; and five (5) years professional experience providing environmental education, technical assistance, and/or environmental awareness training, including three (3) years experience planning and developing environmental programs and two (2) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, lifting, carrying, climbing, balancing, bending, crouching, kneeling, crawling, reaching, twisting, pushing, pulling, grasping, fingering, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather and wet and/or humid conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to Part II of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 4/21/04.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Education Coordinator

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|--------------|-------------------|----------------|
| 303092   | B         | C42           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to promoting environmental awareness and consciousness of water resources, water conservation, recycling, pollution, and water quality and streams within the geographical boundaries of Fulton County. Responsibilities include conducting educational classes, workshops, and community outreach programs; developing informational materials; researching environmental trends and issues; and preparing technical reports.</p>  |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the first level within a three-level environmental education classification series. Environmental Education Coordinator is distinguished from Environmental Quality and Education Manager in that the former promotes public awareness and consciousness of various environmental issues through classes, workshops, and community events; whereas the latter plans, coordinates, and manages a comprehensive environmental education and awareness program for a variety of audiences in addition to managing assigned staff.</p>   |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample: position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Promotes public awareness and consciousness of various environmental issues, such as water conservation, recycling, non-point source pollution, water quality, stream monitoring, and xeriscaping.</li> <li>■ Conducts environmental education classes, camps, and workshops for adult and children's groups.</li> <li>■ Develops informational materials on laws and regulations pertaining to water quality, conservation, stream quality, non-point source pollution, and the involvement of community groups and governmental agencies.</li> <li>■ Conducts community outreach programs to attract local coordinators and citizen volunteers for community clean-up and other environmental events.</li> <li>■ Trains citizen volunteers in a variety of stream-watch activities, such as visual stream surveys, watershed walks, construction site monitoring, macroinvertebrate monitoring, and chemical sampling.</li> <li>■ Visits new and existing neighborhoods to promote stormwater drain stenciling to bring attention to the need to protect local waterways, lakes, streams, plants, animals, and aquatic life from the effects of hazardous runoff.</li> <li>■ Researches environmental trends and issues and prepares and submits technical reports, grants, and/or correspondence.</li> <li>■ Collaborates with the Public Works Department, State of Georgia, and other applicable agencies regarding environmental program parameters and ways to further develop water related programs.</li> </ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Education Coordinator

#### KNOWLEDGE: (position requirements at entry):

##### Knowledge of:

- Theories and principles of environmental science, biology, and chemistry;
- Principles and practices of general engineering, planning, and construction;
- Laws, rules, and regulations governing water quality, water conservation, stormwater management, water pollution, and septic tank systems;
- Principles and practices of water quality, water conservation, recycling, and xeriscaping;
- Stream quality and watershed sources;
- Methods and techniques used to conduct visual stream surveys and watershed walks;
- Current developments in non-point source pollution;
- Methods and techniques used to conduct environmental education/awareness workshops, classes, and community outreach activities;
- Construction site monitoring;
- Methods and techniques used to perform storm drain stenciling;
- Principles and practices of grants development and administration;
- Methods and techniques used to conduct chemical and/or biological water quality testing;
- Personal computers and related software.

#### SKILLS: (position requirements at entry):

##### Skills in:

- Organizing and prioritizing work;
- Preparing and presenting oral and written communications/reports;
- Developing and administering grants;
- Conducting environmental education/awareness classes, workshops, and community outreach activities;
- Interacting effectively with persons of diverse socioeconomic and cultural backgrounds;
- Developing educational curriculums and promotional materials related to environmental issues, such as water quality, conservation, pollution, recycling, and xeriscaping;
- Applying principles of basic biology, chemistry, and environmental science;
- Performing storm drain stenciling, visual stream surveys, and chemical/biological water quality testing;
- Reading and interpreting site plans, maps, technical reports, and sampling data;
- Conducting research on environmental issues and trends;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Education Coordinator

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in education, environmental science, biology, chemistry, physics, forestry, horticulture, or a related field; and three (3) years professional experience providing environmental education and/or awareness, including two (2) years experience conducting environmental research and developing environmental programs; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, lifting, carrying, climbing, balancing, bending, crouching, kneeling, crawling, reaching, twisting, pushing, pulling, grasping, fingering, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather and wet and/or humid conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to Part II of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 4/15/04.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineer I

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 505012  | B         | C41           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs duties related to performing engineering tasks under close supervision. Responsibilities include inspecting projects; reviewing land disturbance, drainage, and traffic plans for compliance; and preparing design calculations, engineering drawings, and sketches.</p>  |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the first level within a three-level engineering classification series. Engineer I is distinguished from Engineer II in that the former works under close supervision and follows established design criteria, whereas the latter works with limited supervision and formulates engineering designs and plans in addition to supervising assigned staff as required. Through completion of a requisite four-year engineering curriculum, incumbent in this class becomes eligible to sit for the Engineer-In-Training (EIT) certification examination. This series is distinguished from the Construction Management series by the degree of emphasis placed on performing engineering design versus construction oversight.</p>  |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample: position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Performs engineering tasks under close supervision and follows established standards and design criteria.</li> <li>■ Provides customer service and technical information on projects.</li> <li>■ Maintains various project files and prepares correspondence related to projects.</li> <li>■ Inspects construction projects and provides advice to assist in resolving design problems.</li> <li>■ Prepares design calculations, engineering drawings, and sketches.</li> <li>■ Reviews land disturbance, drainage, and traffic plans for compliance with established laws and codes.</li> <li>■ Reviews as-built plans and final and exemption plats to ensure design accuracy.</li> <li>■ Updates and maintains water and wastewater maps.</li> <li>■ Manages fee collections from work orders for the construction of monuments.</li> <li>■ Reviews and releases holds placed on building lots.</li> <li>■ Reviews land disturbance reports and water and wastewater plans for compliance with environmental regulations.</li> <li>■ Reviews zoning applications and related petitions.</li> <li>■ Provides and maintains a variety of technical information and records.</li> </ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineer I

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office practices and procedures;
- Theories and principles of mathematics, physics, and biology;
- Requirements for the layout and design of subdivisions, apartments, and commercial developments;
- Surveying practices and techniques;
- Sanitary sewer design and operation;
- Principles and practices of drainage design and engineering design;
- Principles and practices of mechanical and geotechnical engineering;
- Theories and principles of hydrography, hydrology, and hydraulics;
- Principles and practices of geometric road, highway, and bridge design;
- Principles and practices of construction supervision and utility maintenance;
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Resolving problems;
- Preparing and presenting oral and written communications/reports;
- Conducting plan review and analysis;
- Performing architectural drafting;
- Reading and interpreting scaled drawings;
- Operating personal computers, including spreadsheet, database, word processing, presentation, computer-aided design, and other related software;
- Reading and interpreting hydrology reports and site layout and grading plans;
- Drafting technical and illustrative plans;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in engineering, engineering technology, or an engineering-related science and one (1) year engineering experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Current proof of eligibility to sit for the Engineer-In-Training (EIT) prelicensure certification examination (*to be provided within twelve (12) months of employment*);
- Valid State of Georgia Driver's License (*as required by position assignment*).

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineer I

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 11/9/05.



**FULTON COUNTY, GEORGIA**  
**CLASS SPECIFICATION**

**CLASS TITLE: Engineer II**

|             |           |               |              |                   |                |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
| 505013      | B         | C43           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs duties related to formulating conceptual designs. Responsibilities include resolving engineering problems, managing construction projects, and supervising assigned staff as required.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a three-level engineering classification series. Engineer II is distinguished from Engineer III in that the former formulates engineering designs and plans in addition to supervising assigned staff as required, whereas the latter oversees and coordinates construction, maintenance, and design projects with County-wide impact in addition to managing assigned staff. This series is distinguished from the Construction Management series by the degree of emphasis placed on performing engineering design versus construction oversight.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Formulates and develops conceptual engineering design primarily involving single systems.
- Supervises assigned staff as required, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting policies and procedures, resolving staff issues, making hiring or termination decisions/recommendations, and administering disciplinary action as required.
- Resolves engineering problems and provides technical assistance in the development of design criteria, standards, policies, and procedures.
- Serves as an assigned area liaison to officials and contractors and provides assistance in conducting technical proposal meetings, presenting petitions, and designing projects and plans.
- Develops Request for Proposal (RFP) and project specifications; performs preliminary design and prepares cost estimates; participates in bid openings, vendor selection, and contract administration; and receives and approves contract invoices for disbursement.
- Oversees construction projects and prepares technical and operational reports.
- Provides and maintains a variety of technical information and standards.
- Supervises assigned staff in the preparation and review of various drawings as required.
- Advises senior management of various plants, systems, and permitting programs.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineer II

#### KNOWLEDGE: (position requirements at entry):

##### Knowledge of:

- Principles and practices of supervision;
- Office practices and procedures;
- Theories and principles of mathematics, physics, and biology;
- Requirements for the layout and design of subdivisions, apartments, and commercial developments;
- Surveying practices and techniques;
- Sanitary sewer design and operation;
- Principles and practices of drainage design and engineering design;
- Principles and practices of mechanical and geotechnical engineering;
- Theories and principles of hydrography, hydrology, and hydraulics;
- Principles and practices of geometric road, highway, and bridge design;
- Principles and practices of construction management and utility maintenance;
- Land use and development regulations;
- Construction methods and materials;
- Laws, rules, and regulations governing the environment, construction, flood plains, and erosion control;
- Storm water modeling and management;
- Water quality and quantity modeling;
- Personal computers and related software;
- Computer networks and relational databases;
- Principles and practices of structural engineering;
- Principles and practices of environmental engineering and treatment plant processes;
- Water and wastewater process control, process mechanics, and control systems;
- Bond structuring related to the construction industry.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineer II

#### SKILLS: (position requirements at entry):

##### Skills in:

- Supervising staff;
- Organizing and prioritizing work;
- Resolving problems;
- Preparing and presenting oral and written communications/reports;
- Conducting plan review and analysis;
- Performing architectural drafting;
- Reading and interpreting scaled drawings;
- Developing engineering design for utility and transportation systems;
- Operating personal computers, including spreadsheet, database, word processing, presentation, computer-aided design, and other related software;
- Reading and interpreting hydrology reports and site layout and grading plans;
- Drafting technical and illustrative plans;
- Conducting effective presentations;
- Analyzing work sites;
- Reviewing construction materials;
- Preparing bid/proposal specifications and participating in bid processes;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in engineering, engineering technology, or an engineering-related science; and four (4) years engineering experience, including one (1) year project management and lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Engineer-In-Training (EIT) prelicensure certification (*issued by the State of Georgia or by the state of applicant's current residency*);
- Valid State of Georgia Driver's License (*as required by position assignment*).

**FULTON COUNTY, GEORGIA**  
**CLASS SPECIFICATION**

**CLASS TITLE: Engineer II**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 11/9/05.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineer III

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 505014      | B         | C52           | Exempt       | #2                | E              |

**JOB SUMMARY:** Incumbent in this class performs duties related to managing special design projects for assigned department. Responsibilities include managing assigned engineering and paraprofessional staff, overseeing and coordinating projects involving multiple departments or jurisdictions, and providing direction for various construction and maintenance projects.

**DISTINGUISHING CHARACTERISTICS:** This is the third level within a three-level engineering classification series. Engineer III is distinguished from Engineer II in that the former oversees and coordinates construction, maintenance, and design projects with County-wide impact in addition to managing assigned staff, whereas the latter formulates engineering designs and plans in addition to supervising assigned staff as required. Incumbent in this class serves as a fully licensed Professional Engineer. This series is distinguished from the Construction Management series by the degree of emphasis placed on performing engineering design versus construction oversight.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Manages assigned engineering and paraprofessional staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, making hiring or termination decisions/recommendations, and administering disciplinary action as required.
- Oversees engineering work involving the integration of multiple systems and provides technical expertise in an engineering specialty.
- Prepares annual budget for assigned engineering section.
- Manages and oversees special projects for assigned department and provides technical direction and coordination for projects involving multiple departments or jurisdictions.
- Conducts project presentations and represents assigned department in various community forums, including public meetings.
- Provides technical direction for various construction and maintenance projects.
- Manages and approves design projects from outside engineering consultants.
- Oversees legislatively mandated programs and ensures regulatory compliance.
- Presents petitions, design projects, and conceptual plans to the Board of Commissioners for approval.
- Plans and implements a work order system, develops an operational model of design project, performs needs assessments, prioritizes projects, and develops projections and plans for area of responsibility.

## **FULTON COUNTY, GEORGIA CLASS SPECIFICATION**

### **CLASS TITLE: Engineer III**

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Principles and practices of management and supervision;
- Office practices and procedures;
- Principles and practices of budget development and administration;
- Theories and principles of mathematics, physics, and biology;
- Requirements for the layout and design of subdivisions, apartments, and commercial developments;
- Surveying practices and techniques;
- Sanitary sewer design and operation;
- Principles and practices of drainage design and engineering design;
- Principles and practices of mechanical and geotechnical engineering;
- Theories and principles of hydrography, hydrology, and hydraulics;
- Principles and practices of geometric road, highway, and bridge design;
- Principles and practices of construction management and utility maintenance;
- Land use and development regulations;
- Construction methods and materials;
- Laws, rules, and regulations governing the environment, construction, flood plains, and erosion control;
- Storm water modeling and management;
- Water quality and quantity modeling;
- Personal computers and related software;
- Computer networks and relational databases;
- Principles and practices of structural engineering;
- Principles and practices of environmental engineering and treatment plant processes;
- Water and wastewater process control, process mechanics, and control systems;
- Bond structuring related to the construction industry;
- Principles and practices of governmental acquisition and procurement;
- Critical path scheduling.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineer III

#### SKILLS: (position requirements at entry):

##### Skills in:

- Managing and supervising staff;
- Organizing and prioritizing work;
- Developing and managing budgets;
- Resolving problems and making decisions;
- Conducting plan review and analysis;
- Performing architectural drafting;
- Reading and interpreting scaled drawings;
- Preparing and presenting oral and written communications/reports;
- Developing engineering design for utility and transportation systems;
- Operating personal computers, including spreadsheet, database, word processing, presentation, computer-aided design, and other related software;
- Reading and interpreting hydrology reports and site layout and grading plans;
- Drafting technical and illustrative plans;
- Conducting effective presentations;
- Analyzing work sites;
- Reviewing construction materials;
- Creating computer models;
- Preparing bid/proposal specifications and participating in bid processes;
- Interpreting and enforcing rules, regulations, policies, and procedures;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in engineering, engineering technology, or an engineering-related science; and five (5) years engineering experience, including three (3) years project management and supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- License as a Professional Engineer (*issued through the National Council of Engineering Examiners' Council Records Program, or from any state or territory of the United States -- State of Georgia has reciprocity -- if State of Georgia License is required, must be obtained within twelve (12) months of employment*);
- Valid State of Georgia Driver's License (*as required by position assignment*).

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

**CLASS TITLE: Engineer III**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 11/9/05.



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Landscape Architect II

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 505043      | B         | C42           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs process duties related to reviewing plans for a variety of construction projects. Responsibilities include creating, designing, and managing plans for the development of land area projects; managing landscape construction projects; and monitoring the work of consultants and contractors for compliance with landscape specifications.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a three-level landscape architect classification series. Landscape Architect II is distinguished from Landscape Architect Supervisor in that the former conducts plan review and develops comprehensive and conceptual designs incorporating several facilities but does not supervise assigned staff, whereas the latter supervises assigned staff in addition to evaluating, assigning, and initiating landscape and/or grounds projects. Incumbent in this class works as a Registered Landscape Architect. This series is distinguished from the Engineering and Construction Management series by its focus on physical landscape design and related structures and infrastructure. Landscape Architect II is further distinguished by the different registration standards required by the profession.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Reviews plans for a variety of construction projects.
- Provides lead direction to assigned consultants and contractors as required, including establishing workloads, prioritizing work assignments, monitoring staff performance, interpreting policies and procedures, and resolving staff issues.
- Approves plans for permit issuance and meets with customers for sign-off.
- Oversees comprehensive and conceptual design incorporating several facilities, such as roads, placement of structure footprints, and grading.
- Manages landscape construction projects and performs contract administration.
- Monitors the work of consultants and contractors to ensure compliance with landscape specifications and manages service contracts for site improvements.
- Represents assigned department at public meetings as required.
- Conducts site inventories, reports site findings, and evaluates the impact of proposed designs.
- Reviews civil engineering and landscape architectural drawings and documents for quality and completeness.
- Develops Requests for Proposal (RFP), project specifications, and cost estimates.
- Participates in bid openings, proposal meetings, and bid selection processes as required.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Landscape Architect II

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Office practices and procedures;
- Principles and practices of supervision;
- Principles and practices of landscape architecture, including planting design, site planning, grading, and drainage systems;
- Site construction and landscape installation methods;
- Construction methods and materials;
- Principles and practices of surveying;
- Personal computers and related software;
- Principles and practices of drainage design and horizontal and vertical road alignment;
- Advanced mathematics used in design calculations;
- Native plant communities and habitat requirements;
- Requirements for the layout of subdivisions, apartments, and commercial developments;
- Land use and development regulations;
- Methods used in park and recreational planning;
- Methods used in developing project budgets;
- Principles and practices of basic procurement and acquisition;
- Laws, rules, and regulations governing the environment, construction, flood plains, erosion control, and access for the disabled;
- Storm water control and sanitary sewer design;
- Critical path scheduling;
- Theories and principles of small-scale structural engineering.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Landscape Architect II

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Providing lead direction to assigned staff;
- Organizing and prioritizing work;
- Performing architectural drafting;
- Conducting site analyses;
- Reading and interpreting scaled drawings, hydrology reports, and landscape, site layout, and grading plans;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Sketching and taking photographs;
- Conducting planning review and analyses;
- Preparing and presenting technical and illustrative plans;
- Conducting effective presentations;
- Reviewing construction materials;
- Preparing specifications and participating in bid processes;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in landscape architecture or a related field; and three (3) years experience in landscape architecture or a related area (*one (1) year lead experience is preferred*); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- License as a Registered Landscape Architect issued by the State of Georgia;
- Valid State of Georgia Driver's License (*as required by position assignment*).

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Landscape Architect II**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, walking, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 5/27/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Administrator

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|--------------|-------------------|----------------|
| 505061   | B         | D61           | Exempt       | #2                | B              |
| <b>JOB SUMMARY:</b> Incumbent in this class performs interpretive duties related to administering complex and comprehensive engineering projects involving various public works programs and services, including transportation and utility infrastructure planning, design, and construction administration and management.   |           |               |              |                   |                |
| <b>DISTINGUISHING CHARACTERISTICS:</b> This is the fourth level within a four-level engineering classification series. Engineering Administrator is distinguished from Engineer III in that the former oversees large-scale engineering programs that include budget preparation and project development, whereas the latter leads a work group in the performance of process duties involving various engineering assignments.  |           |               |              |                   |                |
| <b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.) <ul style="list-style-type: none"><li>■ Resolves operational and maintenance problems related to assigned engineering area.</li><li>■ Manages assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff conflicts, and administering disciplinary action as required.</li><li>■ Reviews various permits, facility drawings, and engineering regulations as required.</li><li>■ Evaluates and develops various criteria for operational regulations in assigned area.</li><li>■ Administers and maintains various reports, records, and documents related to operations within assigned division.</li><li>■ Assists in the preparation, development, and administration of assigned divisional budget.</li><li>■ Reviews and approves invoices for various expenditures and purchase requirements.</li><li>■ Administers a major engineering services operation, including traffic operation utilities, roads and bridges, sewers, and storm water management.</li><li>■ Develops various major projects related to assigned engineering services area.</li><li>■ Consults with various Federal, state, and local officials; contractors; and the general public on diverse issues related to engineering services, projects, and concerns.</li><li>■ Performs various technical duties, including designing public infrastructure, developing plans, approving construction drawings, and reviewing operational systems.</li><li>■ Ensures the inspection of various engineering and construction projects.</li><li>■ Presents petitions, design projects, and conceptual plans to various officials and neighborhood groups.</li><li>■ Provides cost estimates of engineering projects.</li></ul> |           |               |              |                   |                |

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Engineering Administrator**

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Office practices and procedures;
- Principles and practices of advanced mathematics, physics, and biology;
- Methods, techniques, and requirements used in the layout and design of subdivisions, apartments, and commercial developments;
- Principles, practices, methods, and techniques related to surveying;
- Sewer design and operation;
- Principles and practices of drainage design;
- Principles and practices of mechanical engineering and related materials (i.e., pumps, pressure, piping);
- Principles and practices of engineering design;
- Principles and practices of geotechnical engineering;
- Principles and practices of hydrography, hydrology, and hydraulics;
- Principles and practices of geometric road, highway, and bridge design;
- Principles and practices of utility maintenance;
- Laws, rules, and regulations related to land use and development;
- Construction methods and materials;
- Federal, state, and local laws, rules, and regulations governing the environment, construction, flood plains, and erosion control;
- Storm water modeling and management;
- Water quality and quantity modeling;
- Personal computers and related software;
- Principles and practices of structural engineering and related materials (i.e., steel, concrete, timber);
- Principles and practices of environmental engineering;
- Methods and techniques related to treatment plant processes;
- Water and sewer control, process mechanics, and control systems;
- Bond structuring related to the construction industry;
- Principles and practices of construction management;
- Principles and practices of management and supervision;
- Principles and practices of budget development and administration;
- Practices and procedures related to governmental acquisition and procurement;
- Methods and techniques used in critical path scheduling.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Engineering Administrator**

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Managing and supervising assigned staff;
- Organizing and prioritizing work;
- Developing and managing budgets;
- Reviewing and analyzing plans;
- Reading and interpreting scaled drawings;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and computer-aided design (CAD) software;
- Reading and interpreting site layout and grading plans;
- Reading and interpreting hydrology reports;
- Drafting technical and illustrative plans;
- Conducting effective public presentations;
- Performing site analysis;
- Reviewing construction materials;
- Performing computer modeling;
- Preparing specifications and participating in bid processes;
- Performing engineering design for utility and transportation systems;
- Developing rules, regulations, policies, and procedures;
- Conducting effective negotiations;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in engineering; and six (6) years engineering experience (four (4) years of which includes engineering project management experience and two (2) years supervisory experience); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- License issued by the State of Georgia as a Professional Engineer;
- Valid State of Georgia Driver's License.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

**CLASS TITLE: Engineering Administrator**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside, exposure to adverse weather conditions, excessive noise, and security and safety risks.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 6/12/02.



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Assistant I

|  |                       |                             |                                   |                                |                            |
|--|-----------------------|-----------------------------|-----------------------------------|--------------------------------|----------------------------|
| CLASS CODE:<br><b>505062</b>   | EEO CODE:<br><b>E</b> | SALARY RANGE:<br><b>A13</b> | FLSA STATUS:<br><b>Non-Exempt</b> | PHYSICAL PROFILE:<br><b>#2</b> | TEST CATEGORY:<br><b>D</b> |
| <b>JOB SUMMARY:</b> Incumbent in this class performs defined duties related to maintaining engineering and/or drafting records and project files. Responsibilities include providing customer service to the general public; assisting in accessing maps, property files, and right-of-way records; and performing elementary drafting or engineering drawing.   |                       |                             |                                   |                                |                            |
| <b>DISTINGUISHING CHARACTERISTICS:</b> This is the first level within a five-level engineering support classification series. Engineering Assistant I is distinguished from Engineering Assistant II in that the former performs duties requiring limited technical skills under close supervision, whereas the latter performs skilled drafting or engineering drawing for small-scale projects. This series is distinguished from the Professional Engineering series by the performance of duties not requiring completion of an advanced education in engineering.   |                       |                             |                                   |                                |                            |
| <b>ESSENTIAL DUTIES:</b> (This list is a representative sample: position assignments may vary.) <ul style="list-style-type: none"> <li>■ Maintains engineering or drafting records and project files.</li> <li>■ Provides customer service to the general public, including assisting in accessing maps, property files, and right-of-way records.</li> <li>■ Updates and maintains property records, including drawings, field notes, traffic counts, maps, plat books, and deeds.</li> <li>■ Researches land ownership and area discrepancies.</li> <li>■ Performs elementary drafting or engineering drawing.</li> <li>■ Obtains site information, such as boundaries, utilities, plans, and zoning specifications from other agencies.</li> <li>■ Assists the general public with identifying topographic information and responds to inquiries relating to flood zones.</li> <li>■ Posts property ownership records in field book ledger.</li> <li>■ Utilizes surveying field equipment as instructed.</li> </ul> |                       |                             |                                   |                                |                            |
| <b>KNOWLEDGE:</b> (position requirements at entry): <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>■ Symbols used in specifications and drawings;</li> <li>■ Principles and practices of customer service;</li> <li>■ Methods and techniques used to conduct property ownership and chain of title research;</li> <li>■ General drafting principles;</li> <li>■ Mathematics related to engineering calculations;</li> <li>■ Technical drafting and drawing techniques;</li> <li>■ Basic construction principles and techniques;</li> <li>■ Personal computers and related software.</li> </ul>  |                       |                             |                                   |                                |                            |

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Engineering Assistant I**

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Drafting basic engineering drawings and plans;
- Organizing files and reports;
- Interpreting deeds, maps, property descriptions, and work orders;
- Providing effective customer service;
- Identifying property locations;
- Reading and interpreting site drawings;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; completion of one (1) year of course work or technical training in drafting, surveying, or a related field; and six (6) months experience in property recording, drafting, or performing engineering support functions; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Engineering Assistant I**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside, exposure to excessive noise and adverse weather conditions, and safety and security risks.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 10/14/03.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Assistant II

|             |           |               |              |                   |                |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
| 505063      | E         | B21           | Non-Exempt   | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs operational duties related to performing skilled drafting or engineering drawing on a small scale. Responsibilities include performing engineering calculations, reading and interpreting plans, and independently using field equipment for surveying.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a five-level engineering support classification series. Engineering Assistant II is distinguished from Engineering Assistant III in that the former performs generalized tasks involving small-scale or partial projects or systems, whereas the latter performs tasks requiring broad knowledge of engineering principles and practices. This series is distinguished from the Professional Engineering series by the performance of duties not requiring completion of an advanced education in engineering.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Performs skilled drafting or engineering drawings for small-scale projects.
- Reads and interprets plans and draws base maps from surveys and field observations.
- Performs engineering calculations for small-scale projects.
- Independently uses field equipment for surveying, including road construction surveys.
- Researches ownership, tax status, property boundaries, and other information as required.
- Prepares concept sketches, working drawings, and construction plans for small projects.
- Maintains construction notes and records site conditions during construction.
- Calculates and administers various fees and issues work orders.
- Maintains site inspection reports and data files.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Symbols used in specifications and drawings;
- Principles and practices of customer service;
- Methods and techniques used to conduct property ownership and chain of title research;
- Mathematics related to engineering calculations;
- Basic construction principles and techniques;
- General drafting principles;
- Technical drafting and drawing techniques;
- Survey equipment;
- Personal computers and related software.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Assistant II

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Drafting and drawing technical engineering plans;
- Organizing files and reports;
- Interpreting deeds, maps, property descriptions, work orders, and topographic data;
- Providing effective customer service;
- Identifying property locations;
- Reading and interpreting site drawings;
- Writing construction site work notes and reports;
- Using survey equipment;
- Translating proposals into working drawings;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; completion of one (1) year of course work or technical training in drafting, surveying, or a related field; and one (1) year experience in property recording, drafting, or performing engineering support functions; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License *(as required by position assignment)*.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Engineering Assistant II**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside, exposure to excessive noise and adverse weather conditions, and safety and security risks.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 10/16/03.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Assistant III

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|--------------|-------------------|----------------|
| 505064   | E         | B22           | Non-Exempt   | #2                | B              |
| <b>JOB SUMMARY:</b> Incumbent in this class performs operational duties related to preparing skilled engineering drawings for large-scale projects or systems. Responsibilities include performing engineering calculations, conducting special assignments, and making initial determinations regarding engineering compliance issues.  |           |               |              |                   |                |
| <b>DISTINGUISHING CHARACTERISTICS:</b> This is the third level within a five-level engineering support classification series. Engineering Assistant III is distinguished from Engineering Assistant IV in that the former performs tasks utilizing broad knowledge of engineering principles and practices and makes initial determinations regarding engineering compliance issues, whereas the latter applies specialized engineering principles to interpret and apply land development regulations. This series is distinguished from the Professional Engineering series by the performance of duties not requiring completion of an advanced education in engineering.   |           |               |              |                   |                |
| <b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.) <ul style="list-style-type: none"><li>■ Prepares skilled engineering drawings for large-scale projects or systems.</li><li>■ Performs engineering calculations utilizing broad knowledge of engineering principles and practices.</li><li>■ Utilizes engineering principles related to a specialized field, such as traffic engineering, landscape architecture, land development, hydrology, erosion control, computer-aided design, construction inspection, and geometric surveying.</li><li>■ Reviews designs and makes initial determinations regarding technical compliance issues.</li><li>■ Drafts plans for road, drainage, and bridge construction and repair projects.</li><li>■ Develops construction specifications and reviews contractor specifications for compliance with established rules and regulations.</li><li>■ Determines route, angle, and grades of new sewer lines.</li><li>■ Prepares cost estimates, performs inspections, and resolves construction problems.</li></ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Assistant III

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Symbols used in specifications and drawings;
- Principles and practices of customer service;
- Mathematics related to engineering calculations;
- Principles and practices of landscape architecture, land development, hydrology, erosion control, computer-aided design, construction inspection, and geometric surveying;
- Technical drafting and drawing techniques;
- Basic construction principles and techniques;
- Methods and techniques used to perform and prepare construction cost estimates;
- Principles and practices of civil engineering;
- Methods and techniques used to conduct construction inspections;
- Laws, rules, and regulations governing land development;
- Street light equipment and material specifications;
- Traffic engineering practices and procedures;
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Drafting and drawing technical engineering plans;
- Organizing files and reports;
- Interpreting deeds, maps, property descriptions, and work orders;
- Providing effective customer service;
- Identifying property locations;
- Reading and interpreting topographic data, site drawings, field notes, engineering plans, and specifications;
- Writing construction site work notes and reports;
- Using survey equipment;
- Translating proposals into working drawings;
- Applying trigonometry to surveying duties;
- Plotting profiles and cross-sections to prepare engineering plans;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Assistant III

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; supplemented by additional education or training equivalent to two (2) years of academic studies in engineering; and two (2) years experience performing engineering support duties or computer-aided design work; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside, exposure to excessive noise and adverse weather conditions, and safety and security risks.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 12/3/03.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Assistant IV

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 505065  | E         | B23           | Non-Exempt   | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs operational duties related to interpreting and applying land development regulations utilizing specialized engineering principles. Responsibilities include calculating project fees and providing technical assistance to developers, engineers, and the general public.</p>   |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the fourth level within a five-level engineering support classification series. Engineering Assistant IV is distinguished from Engineering Assistant Supervisor in that the former applies specialized engineering principles to interpret and apply land development regulations but does not supervise assigned staff, whereas the latter supervises assigned staff and engineering field operations. This series is distinguished from the Professional Engineering series by the performance of duties not requiring completion of an advanced education in engineering.</p>  |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Informs developers, engineers, and the general public of federal, state, and local requirements for land development.</li> <li>■ Manages project intake operations and assigns project reviews, including determining appropriate staff.</li> <li>■ Validates supporting documents for project permitting and prepares and submits documents for approval by a professional engineer.</li> <li>■ Calculates, receives, and administers plan review and development fees.</li> <li>■ Maintains records related to land development and responds to requests under the Georgia Open Records Act.</li> <li>■ Releases public works holds on properties or projects and reviews plans to ensure that problem conditions have been addressed.</li> </ul> |           |               |              |                   |                |
| <p><b>KNOWLEDGE:</b> (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>■ Symbols used in specifications and drawings;</li> <li>■ Principles and practices of customer service;</li> <li>■ Mathematics related to engineering calculations;</li> <li>■ Principles and practices of landscape architecture, land development, hydrology, erosion control, computer-aided design, construction inspection, and geometric surveying;</li> <li>■ Technical drafting and drawing techniques;</li> <li>■ Basic construction principles and techniques;</li> <li>■ Methods and techniques used to estimate construction costs;</li> <li>■ Principles and practices of civil engineering;</li> <li>■ Laws, rules, and regulations governing land development;</li> <li>■ Personal computers and related software.</li> </ul>                                 |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Engineering Assistant IV

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Drafting and drawing technical engineering plans;
- Organizing files and reports;
- Interpreting deeds, maps, property descriptions, and work orders;
- Providing effective customer service;
- Identifying property locations;
- Reading and interpreting topographic data, site drawings, field notes, engineering plans, contracts, and specifications;
- Writing work notes and reports;
- Plotting profiles and cross-sections to prepare engineering plans;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; supplemented by additional education or training equivalent to two (2) years of academic studies in engineering; and three (3) years experience performing engineering support duties or computer-aided design work; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License *(as required by position assignment)*.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

**CLASS TITLE: Engineering Assistant IV**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, mobility, lifting, carrying, climbing, bending, reaching, twisting, pushing, pulling, grasping, fingering, driving, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 12/3/03.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Lead, Engineer Development

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 505069  | B         | D62           | Exempt       | #2                | E              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs interpretive duties related to administering complex engineering reviews of land plans in the Department of Environment and Community Development. (<i>Interpretive duties include tasks requiring the development of strategic plans for an assigned function and involve decisions concerning the allocation of resources in order to achieve established goals and objectives.</i>) Responsibilities include managing assigned staff, overseeing administrative functions, providing cost estimates, and reviewing the design of public and private roadways.</p>  |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is a stand-alone classification which does not fit within a classification series. Incumbent interprets the various codes of law related to land development which regulate the health, safety, and welfare of the citizens of Fulton County.</p>  |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Reviews applications and design drawings for permits.</li> <li>■ Evaluates and recommends criteria for developing regulations and amending existing regulations.</li> <li>■ Manages assigned staff, including establishing workloads; prioritizing work assignments; evaluating employee performance; developing, interpreting, and enforcing policies and procedures; resolving staff issues; and administering disciplinary action as required.</li> <li>■ Oversees administrative activities of assigned area, such as human resources.</li> <li>■ Administers and maintains reports, records, and documents related to divisional operations.</li> <li>■ Assists in the development, preparation, and administration of assigned area budget.</li> <li>■ Consults with the general public and various County, state, and federal officials and contractors on issues and concerns related to engineering services and projects.</li> <li>■ Performs various technical duties, such as providing oversight of the design of public and private roadways, stormwater sewer systems, wastewater treatment and distribution operations, water distribution systems, and flood water management services.</li> <li>■ Ensures coordination of the installation and inspection of various development projects.</li> <li>■ Provides cost estimates for engineering projects.</li> <li>■ Assists the Director, Deputy Director, and/or Assistant Director in performing various tasks as required.</li> <li>■ Provides technical assistance to County officials when issues occur requiring an explanation and/or interpretation of rules, regulations, and standards associated with proposed or ongoing development within unincorporated Fulton County.</li> </ul> |           |               |              |                   |                |

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Lead, Engineer Development**

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Principles and practices of management and supervision;
- Principles and practices of budget development and administration;
- Theories and principles of advanced mathematics and engineering;
- Techniques and requirements for layout and design of single family residential developments, non-single family residential developments, and commercial developments;
- Methods and techniques used in surveying;
- Sanitary sewer designs;
- Principles and practices of drainage and hydrologics;
- Principles and practices of structural and geotechnical engineering;
- Principles and practices of hydrography, hydrology, and hydraulics;
- Principles and practices of geometric road, highway, and bridge design;
- Laws, rules, and regulations governing land use and development;
- Construction methods and materials;
- Laws, rules, and regulations governing the environment, construction, flood plains, and erosion controls;
- Stormwater modeling and management;
- Water quality and quantity modeling;
- Practices and procedures related to transportation, hydrologics, flood plain management, erosion control, tree protection, planning, zoning, public health, water, and sanitary sewer design and installation;
- Principles and practices of bond structuring related to the construction industry;
- Principles and practices of construction management;
- Personal computers and related software.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Lead, Engineer Development

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Managing and supervising assigned staff;
- Organizing and prioritizing work;
- Developing and managing budgets;
- Resolving problems and making decisions;
- Developing, implementing, interpreting, and enforcing rules, regulations, policies, and procedures;
- Reviewing and analyzing plans;
- Reading and interpreting scaled drawings, site layouts, grading plans, and hydrology reports;
- Analyzing development sites;
- Reviewing specifications for bid preparation;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Preparing and presenting oral and written communications/reports;
- Negotiating and mediating;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in engineering; and six (6) years civil engineering experience, including three (3) years experience practicing civil engineering design and/or management in public or private land development and three (3) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*);
- License issued by the State of Georgia as a Professional Engineer (*as required by position assignment*).

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Lead, Engineer Development**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to excessive noise, adverse weather conditions, and safety and security risks.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 4/15/04.



**FULTON COUNTY, GEORGIA**  
**CLASS SPECIFICATION**

**CLASS TITLE: Zoning Technician, Senior**

|  |           |               |              |                   |                |
|--|-----------|---------------|--------------|-------------------|----------------|
| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
| 505084   | C         | B23           | Non-Exempt   | #2                | B              |
| <b>JOB SUMMARY:</b> Incumbent in this class performs operational duties related to performing zoning activities. Responsibilities include processing zoning applications, explaining zoning resolutions and procedures, compiling information for zoning cases, and processing zoning extensions.  |           |               |              |                   |                |
| <b>DISTINGUISHING CHARACTERISTICS:</b> This is the second level within a three-level zoning classification series. Zoning Technician, Senior is distinguished from Zoning Services Supervisor in that the former provides lead direction to assigned staff and performs operational duties related to explaining zoning resolutions and zoning processes, whereas the latter exercises full supervisory authority and supervises assigned staff.   |           |               |              |                   |                |
| <b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.) <ul style="list-style-type: none"><li>■ Provides lead direction to assigned staff as required, including establishing workloads, prioritizing work assignments, monitoring employee performance, and interpreting policies and procedures.</li><li>■ Processes applications and reviews zoning modifications, variances, and special use applications to ensure zoning standard operating procedures are followed.</li><li>■ Responds to questions from customers concerning zoning resolutions, procedures, and processes.</li><li>■ Compiles information for zoning use and variance cases.</li><li>■ Searches Geographic Information System (GIS) databases for legal owners, reviews and verifies legal descriptions and surveys, plots sketches of properties using GIS, and summarizes findings.</li><li>■ Reviews zoning request applications for extensions, reversions, and vesting.</li><li>■ Attends business and community meetings to conduct zoning presentations.</li><li>■ Posts and collects zoning, use permits, rezoning, variance, and modification signs.</li></ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Zoning Technician, Senior

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of supervision;
- Fulton County zoning resolutions;
- Fulton County geography;
- Methods and techniques used in maintaining maps and preparing zoning sketches;
- Methods and techniques used to compile information;
- Zoning resolutions related to expirations, extensions, and vesting;
- Personal computers and related software;
- Geographic Information System (GIS) software;
- Office practices and procedures;
- Federal, state, and local laws, rules, and regulations governing area of assignment;
- Principles and practices of problem resolution and customer service.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Reading and applying zoning resolutions, processes, and procedures;
- Providing lead direction to assigned staff;
- Compiling and organizing information for zoning cases;
- Reading and interpreting maps and legal descriptions;
- Performing data entry;
- Organizing and prioritizing work;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Providing effective customer service;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and two (2) years experience processing zoning applications and applying zoning resolutions (*one (1) year lead or supervisory experience preferred*); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Zoning Technician, Senior**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, mobility, lifting, carrying, fingering, driving, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 6/27/02.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Development Services Manager

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 505085  | B         | C51           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class manages the Permitting Services Division within the Department of Environment and Community Development. Responsibilities include supervising assigned staff, consulting with technical personnel and the general public, preparing the divisional budget, participating in public meetings, and serving as the department's primary customer service agent.</p>   |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is a stand-alone classification which does not fit within a classification series. Incumbent manages the Permitting Services Division within the Department of Environment and Community Development.</p>  |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample: position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Manages the Permitting Services Division within the Department of Environment and Community Development, including supervising assigned staff, providing training, and evaluating employee performance.</li> <li>■ Establishes divisional priorities, interprets policies, and prepares program objectives.</li> <li>■ Prepares assigned divisional budget.</li> <li>■ Serves as the department's primary customer service agent and consults with engineers, planners, attorneys, developers, and the general public to resolve issues related to community development.</li> <li>■ Participates in public meetings to resolve community issues.</li> <li>■ Supervises the receipt of monies by the assigned division and makes financial reports to the Appointing Authority.</li> <li>■ Determines and forecasts the supply and/or equipment needs for assigned division.</li> <li>■ Prepares brochures for public dissemination and conducts presentations for community groups.</li> <li>■ Prepares departmental annual awards program.</li> </ul> |           |               |              |                   |                |
| <p><b>KNOWLEDGE:</b> (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>■ County policies and procedures related to area of assignment;</li> <li>■ Zoning resolutions related to area of assignment;</li> <li>■ Federal, state, and local laws governing community development, permitting, and zoning;</li> <li>■ Building codes related to area of assignment;</li> <li>■ Customer service methods and techniques;</li> <li>■ Principles and practices of engineering, planning, and construction;</li> <li>■ Principles and practices of management and supervision;</li> <li>■ Theories and principles of basic accounting;</li> <li>■ Principles and practices of budget development and administration;</li> <li>■ Personal computers and related software.</li> </ul>   |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Development Services Manager

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Managing and supervising assigned staff;
- Organizing and prioritizing work;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Providing effective customer service;
- Conflict and problem resolution;
- Preparing and presenting oral and written communication;
- Applying engineering, planning, and construction principles;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, planning, engineering, or a related field; and five (5) years experience working in a plan review, community development, zoning, or permitting environment, including three (3) years supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License.

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require walking, sitting, standing, lifting, carrying, climbing, grasping, fingering, driving, talking, hearing, and seeing.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

##### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 10/29/01.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Zoning Services Coordinator

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 505087      | B         | C43           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs process duties related to coordinating County zoning services and facilitating the resolution of customer issues and complaints regarding zoning matters. Responsibilities include supervising assigned staff, advising interested parties on matters pertaining to the zoning process, and monitoring and tracking zoning cases to prevent unnecessary delays.

**DISTINGUISHING CHARACTERISTICS:** This is the fourth level within a four-level zoning classification series. Zoning Services Coordinator is distinguished from Zoning Services Supervisor in that the former coordinates County zoning services and facilitates the resolution of customer issues regarding zoning matters in addition to supervising assigned staff, whereas the latter supervises assigned staff and processes subdivision plats in addition to interpreting zoning resolutions and laws. Zoning Services Coordinator is also a parallel position to the classification of Development Services Coordinator, which coordinates zoning, permitting, and development activities.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Supervises the processing of subdivision plats, including ensuring the proper recording, processing, and printing of all zoning documents.
- Monitors and supervises the processing of all zoning applications, modifications, variances, and special use applications.
- Advises management regarding zoning recommendations to be presented to the Board of Commissioners and the Community Zoning Board and coordinates recommendations with other divisions and County departments.
- Monitors staff responses to zoning inquiries from the general public to ensure that responses and advice are provided in accordance with County zoning resolutions.
- Monitors and oversees zoning meetings, including ensuring the proper application of all zoning resolutions, laws, and regulations.
- Ensures the provision of effective customer service to the general public and recommends changes for service improvement.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Zoning Services Coordinator

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of supervision;
- Office practices and procedures;
- Principles and practices of customer service;
- Maps and blueprints;
- Laws, ordinances, and regulations governing land use and zoning;
- Land use and general planning and zoning processes;
- Methods and techniques used in maintaining maps and preparing zoning sketches;
- Zoning resolutions related to expirations, extensions, and vesting;
- Geographic Information Systems (GIS);
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work;
- Providing effective customer service;
- Resolving problems and making decisions;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and facsimile machine;
- Preparing and presenting oral and written communications/reports;
- Interpreting and applying laws, ordinances, and regulations governing land use and zoning;
- Explaining processes, regulations, and procedures related to land use and development;
- Reading and interpreting maps, construction drawings, and blueprints;
- Conducting effective presentations;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, engineering, urban planning, or a related field; and four (4) years experience working in zoning or plan review, including two (2) years lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License *(as required by position assignment)*.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Zoning Services Coordinator**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, walking, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 6/29/04.



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Planner

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 505093      | B         | C42           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs process duties related to reviewing urban development impact along Fulton County's river corridor. Responsibilities include performing on-site inspections to ensure compliance with river corridor regulations, managing citizen involvement programs, and managing environmental justice issues.

**DISTINGUISHING CHARACTERISTICS:** This is a stand-alone classification which does not fit within a classification series. Incumbent is responsible for reviewing and analyzing the environmental impact of urban development along the river corridor within the boundaries of Fulton County. This classification is distinguished from classes within the Planning series in that it focuses on planning and enforcement related to restricting land and resource usage under various environmental protection statutes, rather than encompassing a broad array of planning activities with a developmental, multiple-use scope.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Reviews development applications, site plans, and the impact of urban development along Fulton County's river corridor.
- Performs on-site inspections for pre- and post-development projects to ensure compliance with river corridor regulations.
- Meets with engineers, developers, property owners, surveyors, and contractors regarding river corridor development permits.
- Inspects reported violations of the Metropolitan River Protection Act.
- Manages issues related to environmental and citizen involvement programs; provides advice to environmental and citizen groups and boards.
- Manages issues related to environmental justice, including site plan proposals for landfills, airports, tunnels, sewage divergence, and highways.
- Manages issues related to historic preservation.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Plant material appropriate for water-prone areas, including environmental requirements;
- Methods, practices, and technology used in erosion control and management;
- Planning and land use methodologies, including plan review, surveying, and project management techniques;
- Methods and techniques used in stream water monitoring;
- Personal computers and related software;
- General requirements related to environmental protection laws and regulations.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Environmental Planner

#### **SKILLS:** (position requirements at entry):

Skills in:

- Operating a personal computer, including spreadsheet, database, word processing, and presentation software;
- Reading and interpreting site plans, including topography, grading, easements, property lines, and other standard survey information;
- Reading maps and finding locations by land lot and district;
- Scheduling long-term projects, setting priorities, and following projects through to completion;
- Reviewing drawings for checklist compliance;
- Determining compliance of field conditions with approved site plans for land development;
- Using a planimeter;
- Performing chemical and biological stream monitoring;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in planning, landscape architecture, engineering, or a related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Environmental Planner**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside, exposure to adverse weather conditions, and safety and security risks.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 6/18/01.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Arborist

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 505102      | B         | C41           | Exempt       | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs process duties related to evaluating the impact of proposed development on existing trees. Responsibilities include reviewing developments for adherence to approved tree protection plans and approving or denying the release of development plans for plat recordings or occupancy.

**DISTINGUISHING CHARACTERISTICS:** This is the first level within a two-level arborist classification series. Arborist is distinguished from Arborist, Senior in that the former evaluates the impact of proposed development on existing trees, whereas the latter enforces plant and tree protection regulations in addition to supervising assigned staff. This series is distinguished from the Planning series in that its focus is on the enforcement of tree and plant protection regulations, rather than encompassing a broad array of planning activities with a developmental and multiple-use scope that is typical of the Planning series.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Investigates proposed development sites for specimen trees, protected plants, state waters, springs, and possible wetlands.
- Evaluates the impact of proposed designs on natural resources and discusses concerns and design alternatives with project designers.
- Reports site findings, discussions, and recommendations in field notes to supervisor.
- Evaluates final installed developments for adherence to approved tree protection and landscape ordinances, including tree protection issues, river and stream buffers, and related zoning concerns.
- Approves or denies the release of various development plans for plat recordings or occupancy and communicates changes necessary for approval of final installation.
- Communicates with on-site project managers regarding ways to protect defined resources in accordance with approved plans and County ordinances.
- Schedules site visits and responds to inquiries.
- Organizes and files project folders.
- Processes timber harvest permits and tree ordinance requests.
- Reviews plans for residential development in river corridor areas and approves or denies proposed plans.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Arborist

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Federal, state, and local environmental laws and ordinances;
- Tree preservation techniques;
- Native and naturalized trees and shrubs, including cultural requirements;
- Native plants and associated habitats;
- Tree diseases and growth rates;
- Methods used to plant, remove, and transport large trees;
- Methods and equipment used in tree care and maintenance;
- Requirements and techniques needed for the layout and design of subdivisions, apartments, and commercial developments;
- Principles and practices of engineering and construction;
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Identifying native and naturalized trees and shrubs;
- Reading landscape, grading, and drainage plans;
- Measuring areas on a plan with scales and a planimeter;
- Using tree diameter tape and tree calipers;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in landscape architecture, horticulture, forestry, or a related field; and one (1) year experience in urban forestry, landscape architecture design, plan review, or a related area; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

**CLASS TITLE: Arborist**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 11/6/02. JW



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Arborist, Senior**

|   |           |               |              |                   |                |
|---|-----------|---------------|--------------|-------------------|----------------|
| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
| 505104  | B         | C51           | Exempt       | #2                | B              |
| <b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to enforcing the provisions of Fulton County's tree protection ordinance. Responsibilities include providing direction in river protection and other environmental regulations and supervising assigned staff.  |           |               |              |                   |                |
| <b>DISTINGUISHING CHARACTERISTICS:</b> This is the second level within a two-level arborist classification series. Arborist, Senior is distinguished from Arborist in that the former performs supervisory duties in addition to enforcing plant and tree protection regulations, whereas the latter evaluates the impact of proposed development on existing trees. This series is distinguished from the Planning series in that its focus is on the enforcement of tree and plant protection regulations, rather than encompassing a broad array of planning activities with a developmental and multiple-use scope that is typical of the Planning series.  |           |               |              |                   |                |
| <b>ESSENTIAL DUTIES:</b> (This list is a representative sample: position assignments may vary.) <ul style="list-style-type: none"><li>■ Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff conflicts, and administering disciplinary action as required.</li><li>■ Investigates problem projects and evaluates circumstances contributing to the problems.</li><li>■ Inspects and evaluates sites where land disturbing activities are proposed and/or are occurring to ensure adherence to established environmental ordinances.</li><li>■ Collects and organizes technical data from environmental assessments of construction projects.</li><li>■ Responds to questions from developers, engineers, and the general public on various aspects of the County's environmental ordinances.</li><li>■ Evaluates requests for rezoning and zoning modifications and advises affected parties, including the Board of Commissioners of the potential impact to the environment.</li><li>■ Researches the scope of proposed projects and determines the expected impact on tree density, water quality, and preservation of specimen trees.</li></ul> |           |               |              |                   |                |



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Arborist, Senior

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Federal, state, and local environmental laws and ordinances;
- Principles and practices of supervision;
- Tree preservation techniques;
- Tree diseases and growth rates;
- Methods used to plant, remove, and transport large trees;
- Methods and equipment used in tree care and maintenance;
- Occupational hazards and safety precautions related to area of assignment;
- Principles and practices of engineering and construction;
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Identifying native and naturalized trees and shrubs;
- Reading landscape, grading, and drainage plans;
- Operating a motor vehicle in rough terrain;
- Using tree diameter tape and tree calipers;
- Interpreting two-dimensional plans into three-dimensional reality on a construction site;
- Supervising assigned staff;
- Organizing and prioritizing work;
- Removing and transplanting large trees;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in landscape architecture, forestry, horticulture, or a related field; and three (3) years experience in landscape architecture and design, including two (2) years supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License.

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## FULTON COUNTY, GEORGIA CLASS SPECIFICATION

**CLASS TITLE: Arborist, Senior**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 11/6/02. JW

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Permits Assistant

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|--------------|-------------------|----------------|
| 505112   | F         | A12           | Non-Exempt   | #2                | D              |
| <b>JOB SUMMARY:</b> Incumbent in this class performs defined duties related to providing customer service in the permitting area. Responsibilities include receiving permit applications, providing customer service, inputting and retrieving permit data, and issuing permits.   |           |               |              |                   |                |
| <b>DISTINGUISHING CHARACTERISTICS:</b> This is the first level within a three-level Permits classification series. The Permits Assistant receives and processes permit applications. The Permits Specialist requires specialized knowledge about the permit process and various types of permits. The Permits Supervisor plans and supervises the work of staff and the permitting function.   |           |               |              |                   |                |
| <b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.) <ul style="list-style-type: none"> <li>■ Answers phones, greets clients, and routes calls to appropriate party.</li> <li>■ Receives and processes applications for permits. Uses a computer to input and retrieve data from permit applications.</li> <li>■ Assists customers with application paper work as requested.</li> <li>■ Responds to questions regarding the application process. Refers questions regarding codes, regulations, or procedures to supervisor.</li> </ul> |           |               |              |                   |                |
| <b>KNOWLEDGE:</b> (position requirements at entry): <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>■ Customer service principles;</li> <li>■ General office procedures;</li> <li>■ Personal computer filing principles.</li> </ul>  |           |               |              |                   |                |
| <b>SKILLS:</b> (position requirements at entry): <p>Skills in:</p> <ul style="list-style-type: none"> <li>■ Learning and applying policies, procedures, and regulations;</li> <li>■ Operating a personal computer;</li> <li>■ Operating general office equipment;</li> <li>■ Applying customer service principles;</li> <li>■ Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work directions.</li> </ul>                                   |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Permits Assistant

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements for a High School diploma; one (1) year experience working in a customer service environment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

Position may require:

- None required.

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, mobility, lifting, carrying, reaching, twisting, pushing/pulling, grasping, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### Physical Profile:

This is a Category #2 Physical profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to Part II of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/23/2000

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Permits Specialist

| CLASS CODE: | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|-------------|-----------|---------------|--------------|-------------------|----------------|
| 505114      | F         | B21           | Non-Exempt   | #2                | B              |

**JOB SUMMARY:** Incumbent in this class performs operational duties related to processing and issuing permits. Responsibilities include issuing certificates of occupancy and building permits, preparing activity reports, and monitoring the work of other staff.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a three-level Permit classification series. The Permits Specialist is distinguished from the Permits Assistant by the requirement for specialized knowledge regarding the permitting process, various kinds of permits, and County rules and regulations governing the issuance of permits. The Permits Supervisor plans and supervises the work of staff and the permitting function.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Reviews permit applications and site plans and drawings for purpose of issuing or denying the issuance of a permit. Documents decisions related to denying the issuance of permits.
- Meets with contractors, developers, or members of the public to discuss the permit process, permit procedures, County codes, cost data, and inspection reports. Coordinates permitting activity with Inspectors.
- Researches zoning case files, modifications, variances, and special use permits to provide accurate information to customers and monitor compliance with County regulations.
- Compiles information and prepares requests for permit fee refunds; recommends approval or denial of refund requests.
- Maintains permit tracking system; compiles and maintains information on permits issued.
- Reviews site plans, zoning maps, plat maps, and resolutions prior to issuing permits.
- Issues administrative use permits, commercial advertising sign permits, certificates of occupancy, and other use permits based on the outcome of review.
- Reviews plans for new developments for the purpose of issuing permits.
- Monitors the work of the Permits Assistants as required.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Site plan review;
- Permit procedures, processes, and regulations;
- Customer service principles;
- Personal computers and database application software;
- Basic mathematical calculations.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Permits Specialist

#### SKILLS: (position requirements at entry):

##### Skills in:

- Assigning and monitoring the work of others;
- Reading and understanding site plans;
- Reading a map;
- Reading and understanding legal descriptions;
- Applying customer service principles;
- Reading, interpreting, and applying County regulations governing area of assignment;
- Using personal computers and database application software;
- Basic mathematical computation;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work directions.

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements for a High School diploma; two (2) years experience issuing permits; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- None required.

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, mobility, lifting, carrying, reaching, twisting, pushing, pulling, grasping, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

##### Physical Profile:

This is a Category #2 Physical profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to Part II of the physical standards and criteria as amended and originally approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 3/23/00.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Inspector**

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS:      | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|-------------------|-------------------|----------------|
| <b>505122</b>   | <b>G</b>  | <b>B21</b>    | <b>Non-Exempt</b> | <b>#2</b>         | <b>B</b>       |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs operational duties related to inspecting residential, commercial, and business properties for code compliance. Responsibilities include inspecting new and existing properties for code compliance, preparing reports, issuing violation notices, and preparing cases for court.</p>  |           |               |                   |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the first level within a three-level inspector classification series. Inspector is distinguished from Inspector, Senior in that the former inspects new and existing properties for code compliance, whereas the latter provides lead direction to assigned staff as required and interprets County building codes for builders, developers, and other interested parties in addition to conducting assigned inspection activities.</p>   |           |               |                   |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Inspects new and existing properties for compliance with County codes related to building, grading, zoning, and safety laws and issues citations or violation notices for non-compliance.</li> <li>■ Inspects new and existing residential properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, plumbing, access, life safety, energy compliance, and other functional elements.</li> <li>■ Develops and maintains construction/building inspection files and logs.</li> <li>■ Prepares reports, correspondence, and requests for progress payments.</li> <li>■ Responds to questions from the general public regarding inspection schedules, inspection results, and code compliance.</li> <li>■ Prepares reports regarding inspection activities and code violations and assists appropriate prosecuting entity with preparing court cases.</li> <li>■ Consults with developers, engineers, architects, property owners, and contractors regarding code requirements.</li> <li>■ Responds to questions or concerns raised by homeowners or other interested parties related to code violations.</li> <li>■ Issues citations or stops work in progress depending on the nature of the infraction, documents actions, and testifies in court as required.</li> </ul> |           |               |                   |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Inspector**

### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Construction methods used in residential, commercial, and industrial projects;
- Laws, rules, and regulations governing inspection activities;
- Methods and techniques used in conducting mechanical, electrical, plumbing, business, building, and construction inspections;
- Inspection tools and equipment;
- Codes related to building, grading, zoning, and safety issues;
- Occupational hazards and safety regulations related to the inspections industry;
- Personal computers and related software.

### **SKILLS:** (position requirements at entry):

Skills in:

- Conducting mechanical, plumbing, electrical, business, building, and/or construction inspections;
- Using inspection tools and equipment;
- Preparing and presenting narrative reports of inspection activities;
- Interpreting and enforcing inspection codes and regulations;
- Reading blueprints, plans, and specifications;
- Maintaining accurate records and files;
- Operating personal computers, including word processing and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and two (2) years journeyman level experience working in a building trade or a related area; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Certification in an appropriate trade as required by position assignment (mechanical, electrical, plumbing, building);
- Valid State of Georgia Driver's License *(as required by position assignment)*.



# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

**CLASS TITLE: Inspector**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, walking, mobility, lifting, carrying, climbing, bending, crouching, kneeling, crawling, reaching, twisting, grasping, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 7/22/03. JW/TAE/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Inspector, Senior**

| CLASS CODE:   | FEO CODE: | SALARY RANGE: | FLSA STATUS:      | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|-------------------|-------------------|----------------|
| <b>505124</b>   | <b>G</b>  | <b>B23</b>    | <b>Non-Exempt</b> | <b>#2</b>         | <b>B</b>       |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs operational duties related to inspecting residential, commercial, and business properties for code compliance. Responsibilities include providing lead direction to assigned staff, inspecting new and existing properties for code compliance, preparing reports, issuing violation notices, and preparing cases for court.</p>  |           |               |                   |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the second level within a three-level inspector classification series. Inspector, Senior is distinguished from Inspections Supervisor in that the former inspects new and existing buildings and structures to ensure code compliance and provides lead direction to assigned staff, whereas the latter supervises assigned staff in addition to conducting inspection activities, interpreting codes, and preparing compliance reports. Incumbent in this class works in an assigned area associated with any one of several building trades or in an environment related to business licenses.</p>  |           |               |                   |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Inspects new and existing properties for compliance with County codes related to building, grading, zoning, and safety laws and issues citations or violation notices for non-compliance.</li> <li>■ Provides lead direction to assigned staff, including establishing workloads, prioritizing work assignments, monitoring employee performance, interpreting policies and procedures, and resolving staff issues.</li> <li>■ Interprets County codes for businesses, homeowners, builders, developers, and other interested parties.</li> <li>■ Maintains inspection files and logs and prepares inspection reports.</li> <li>■ Compiles information to prepare cases for court action and testifies as an expert witness in non-compliance cases as required.</li> <li>■ Conducts inspection for special rehabilitation or renovation projects.</li> <li>■ Determines the extent of renovation projects, including material and labor costs and monitors projects in progress.</li> <li>■ Responds to questions or concerns raised by homeowners, landowners, business owners, or other residents related to code violations.</li> <li>■ Investigates complaints, compiles information, and recommends courses of action.</li> <li>■ Audits permit, license, and business records to determine code compliance and initiates corrective action to bring violating entities into compliance.</li> </ul> |           |               |                   |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Inspector, Senior**

### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of supervision;
- Laws, rules, and regulations governing inspection activities;
- Techniques used for conducting mechanical, electrical, plumbing, business, building, and construction inspections;
- Inspection tools and equipment;
- Codes related to building, grading, zoning, and safety issues;
- Occupational hazards and safety regulations related to the inspections industry;
- Personal computers and related software.

### **SKILLS:** (position requirements at entry):

Skills in:

- Providing lead direction to assigned staff;
- Organizing and prioritizing work;
- Conducting mechanical, plumbing, electrical, business, building, and/or construction inspections;
- Using inspection tools and equipment;
- Preparing and presenting narrative reports of inspection activities;
- Operating personal computers, including word processing and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and four (4) years journeyman level experience working in a building trade or a related area (*one (1) year lead experience is preferred*); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Certification in an appropriate trade as required by position assignment (mechanical, electrical, plumbing, building);
- Valid State of Georgia Driver's License (*as required by position assignment*).

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Inspector, Senior**

### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, mobility, lifting, carrying, climbing, bending, crouching, kneeling, crawling, reaching, twisting, grasping, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 5/19/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Inspections Supervisor

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|--------------|-------------------|----------------|
| 505126   | G         | B32           | Non-Exempt   | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs operational duties related to supervising, organizing, and providing oversight of inspection activities. Responsibilities include supervising assigned staff, investigating and resolving complaints, conducting inspection activities, and interpreting and enforcing codes.</p>  |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the third level within a three-level inspector classification series. Inspections Supervisor is distinguished from Inspector, Senior in that the former supervises assigned staff and provides oversight of inspection activities, whereas the latter inspects new and existing buildings and structures to ensure code compliance and provides lead direction to assigned staff as required. Incumbent in this class works in an assigned area associated with any one of several building trades or in an environment related to business licenses.</p>  |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample: position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Organizes and provides oversight of inspection activities.</li> <li>■ Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.</li> <li>■ Inspects new and existing properties for compliance with County codes related to building, grading, zoning, and safety laws and issues citations or violation notices for non-compliance.</li> <li>■ Maintains inspection files, logs, and reports on inspection results.</li> <li>■ Compiles information to prepare cases for court action and testifies as an expert witness as required.</li> <li>■ Performs various administrative duties, such as recommending equipment purchases, attending project planning meetings, and preparing reports on work in progress and compliance issues.</li> <li>■ Responds to questions and/or complaints from the general public regarding code compliance issues.</li> <li>■ Interprets and explains County codes for the general public, assigned staff, and other interested parties.</li> <li>■ Assists in developing policies and procedures to enhance the efficiency and effectiveness of assigned area.</li> <li>■ Writes product/service specifications and reviews bids for obtaining supplies and services as required.</li> <li>■ Oversees service contracts for assigned area.</li> </ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Inspections Supervisor

#### KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Principles and practices of supervision;
- Laws, rules, and regulations governing inspection activities;
- Principles and practices of basic procurement and contracting;
- Construction methods, materials, tools, and equipment used for residential, commercial, and industrial projects;
- Methods and techniques used in conducting mechanical, electrical, plumbing, business, building, construction, and landscape maintenance inspections;
- Inspection tools and equipment;
- Codes related to building, grading, zoning, and safety issues;
- Occupational hazards and safety regulations related to the inspections industry;
- Personal computers and related software.

#### SKILLS: (position requirements at entry):

Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work;
- Resolving problems;
- Conducting mechanical, plumbing, electrical, business, building, construction, and/or landscape maintenance inspections;
- Using inspection tools and equipment;
- Interpreting, explaining, and enforcing inspection codes and regulations;
- Writing product/service specifications and monitoring service contracts;
- Preparing, presenting, and maintaining narrative reports of inspection activities;
- Operating personal computers, including word processing and related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### EXPERIENCE AND EXPERIENCE: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and five (5) years journeyman level experience working in a building trade or a related area, including two (2) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Inspections Supervisor**

### LICENSING REQUIREMENTS: (position requirements at entry):

- Certification in an appropriate trade as required by position assignment (mechanical, electrical, plumbing, building);
- Valid State of Georgia Driver's License *(as required by position assignment)*;
- Professional Certification in Plan Review *(if assigned to building trades)*;
- Georgia Pesticide Applicators License, Category 24 *(if assigned as Landscape Maintenance Supervisor)*.

### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, mobility, lifting, carrying, climbing, bending, crouching, kneeling, crawling, reaching, twisting, grasping, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 7/23/03. JW/TAE/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Environmental Court Manager**

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS:  | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|---------------|-------------------|----------------|
| <b>505137</b>  | <b>B</b>  | <b>C43</b>    | <b>Exempt</b> | <b>#2</b>         | <b>B</b>       |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to supervising an assigned group of code enforcement inspectors and processing code violation cases through the County's Environmental Court. Responsibilities include ensuring the enforcement of technical codes and zoning laws and serving as the primary contact and liaison for the Environmental Court.</p>  |           |               |               |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is a stand-alone classification which does not fit within a classification series. Incumbent supervises code enforcement inspectors and ensures the enforcement of technical codes, environmental laws, and zoning ordinances while serving as the departmental liaison for the Fulton County Environmental Court.</p>  |           |               |               |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Supervises assigned code enforcement inspectors, including establishing workloads, determining work schedules, evaluating employee performance, maintaining personnel records, interpreting and enforcing policies and procedures, and administering disciplinary action as required.</li> <li>■ Processes cases through the Environmental Court, including determining certified codes and pre-counseling sessions and reviewing violation citations for completeness and accuracy.</li> <li>■ Serves as Environmental Court liaison and the primary contact for the Environmental Court Judge.</li> <li>■ Researches and provides technical information to the court and prepares documentation for prosecution.</li> <li>■ Ensures the enforcement of building, plumbing, electrical, development services, and animal control codes and regulations.</li> <li>■ Provides training to assigned code inspectors and other departmental personnel engaged in environmental code enforcement.</li> <li>■ Coordinates the County's multi-departmental Environmental Inspection Force (E-Team).</li> <li>■ Prepares monthly and quarterly reports.</li> <li>■ Conducts field inspections.</li> <li>■ Reviews inspection cases submitted by assigned code enforcement staff.</li> <li>■ Updates and monitors assigned case tracking system.</li> <li>■ Attends meetings with various County personnel to report on code enforcement activities and develop policies to enhance efficiency.</li> <li>■ Establishes standards and procedures for prosecuting code violation cases.</li> </ul> |           |               |               |                   |                |



# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Environmental Court Manager**

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Principles and practices of supervision;
- Practices and procedures of various court systems;
- Inspection methods related to area of assignment (i.e., mechanical, electrical, plumbing, building, construction);
- Methods and techniques used to conduct research;
- Building codes and regulations related to area of assignment;
- Zoning regulations and ordinances related to area of assignment;
- Fulton County geography;
- Federal, state, and local laws and regulations governing code enforcement;
- Methods and techniques used to prosecute code violations;
- Processes and procedures related to code certification;
- Legal practices and procedures.

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work;
- Conducting research related to area of assignment;
- Processing information and materials;
- Conducting thorough code compliance inspections;
- Writing narrative reports of inspection activities;
- Preparing and presenting oral and written communication;
- Making decisions;
- Reading site maps;
- Reviewing complex materials;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, engineering, or a related field; and four (4) years experience in code or zoning enforcement, inspections, or a related area, including two (2) years supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Environmental Court Manager**

### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License.

### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, grasping, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 2/14/02.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Plan Review Engineer

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 505138  | B         | C41           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to reviewing engineering development plans for new and/or renovated residential and commercial structures. Responsibilities include ensuring compliance with federal, state, and county building codes; making necessary corrections to construction plans; and providing technical support to engineers.</p>  |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the first level within a two-level plan review engineering classification series. Plan Review Engineer is distinguished from Plan Review Supervisor in that the former reviews construction plans for compliance with established building codes, whereas the latter supervises assigned staff in addition to ensuring that code enforcement and related services are provided in a coordinated and systematic manner.</p>  |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Reviews development plans for constructing new residential and commercial structures and/or renovating existing building projects for code compliance.</li> <li>■ Coordinates residential and commercial project design and construction with engineers, architects, developers, contractors, County inspectors, and other governmental agencies.</li> <li>■ Reviews and checks residential and commercial building plans for conformance with building and zoning requirements.</li> <li>■ Performs field inspections and engineering design calculations.</li> <li>■ Prepares engineering reports and assessments.</li> <li>■ Serves as a liaison to various departments, such as Fire, Public Works, and General Services.</li> <li>■ Interprets building codes and resolves problems concerning issues not addressed by the codes.</li> <li>■ Collaborates with associations and other committees on mutual problems involving design and construction.</li> <li>■ Reviews codes to stay abreast of additions and modifications.</li> <li>■ Conducts on-site visits to construction projects as required.</li> <li>■ Assists in budget preparation for the Plan Review Division.</li> </ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Plan Review Engineer

#### KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Principles and practices of engineering and construction related to project plan preparation;
- Building, electrical, plumbing, mechanical, and other related building codes;
- Blueprints and maps;
- Construction standards and specifications;
- Principles and practices of civil and structural engineering;
- Theories and principles of advanced mathematics related to engineering;
- Construction theory related to building codes;
- Laws, rules, and regulations governing land development;
- Methods and techniques used to perform field inspections and conduct construction site visits;
- Personal computers and related software.

#### SKILLS: (position requirements at entry):

Skills in:

- Reading blueprints and maps;
- Reading and interpreting construction plans and specifications;
- Performing mathematical calculations;
- Resolving problems related to building code issues;
- Preparing technical reports and specifications;
- Performing field inspections and conducting construction site visits;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in engineering, building or construction technology, or a related field; and one (1) year experience in reviewing construction plans, civil engineering, or working as a journeyman level building inspector; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Certification in Plan Review as issued by the Building Officials and Code Administrators (BOCA) International, Inc;
- Certification as an Engineer-in-Training (EIT) as issued by the State of Georgia;
- Valid State of Georgia Driver's License *(as required by position assignment)*.

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

**CLASS TITLE: Plan Review Engineer**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, walking, mobility, lifting, carrying, climbing, bending, crouching, kneeling, crawling, reaching, twisting, grasping, using foot controls, driving, talking, hearing, and seeing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 10/23/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Code Enforcement Coordinator

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 505153  | E         | C42           | Exempt       | #2                | B              |
| <b>JOB SUMMARY:</b> Incumbent in this class cooperates with various Fulton County Government departments to coordinate and facilitate the processing of code violation issues through the County's Environmental Court.   |           |               |              |                   |                |
| <b>DISTINGUISHING CHARACTERISTICS:</b> This is a stand-alone classification which does not fit within a classification series. Incumbent provides coordination and support to staff and members of the Environmental Court.   |           |               |              |                   |                |
| <b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.) <ul style="list-style-type: none"> <li>■ Serves as a liaison to the Fulton County Environmental Court.</li> <li>■ Assists in processing citations brought before the Environmental Court; pulls related cases and reviews and verifies citations for accuracy, consistency, and completeness.</li> <li>■ Communicates with Code Inspectors, gathers relevant case information, and cooperates with the Court's Intake Officer and Deputy Director on case issues.</li> <li>■ Prepares monthly schedule of court appearances for inspectors.</li> <li>■ Assists in disseminating information on workshops to all departments involved with Environmental Court activities;</li> <li>■ Serves as a liaison to the Environmental Team; assists team members by scheduling and facilitating meetings, recording meeting minutes, and preparing and distributing minutes.</li> <li>■ Schedules on-site enforcement inspections with Environmental Team members.</li> <li>■ Serves on various community service agency boards and committees as required; attends meetings and advises the Deputy Director of events and activities.</li> </ul> |           |               |              |                   |                |
| <b>KNOWLEDGE:</b> (position requirements at entry): <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>■ Processes and issues related to code enforcement;</li> <li>■ Personal computers and related software;</li> <li>■ Basic court practices and procedures.</li> </ul>   |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Code Enforcement Coordinator

#### **SKILLS:** (position requirements at entry):

Skills in:

- Scheduling and facilitating meetings;
- Filing and recordkeeping;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in public or business administration, or a related field; and three (3) years experience performing code enforcement or related duties; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- None required.

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, mobility, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 4/19/01.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Code Enforcement Officer, Senior

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 505154  | B         | C42           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to inspecting residential or commercial property structures for code compliance. Responsibilities include resolving customer complaints; coordinating training, operations, and equipment needs; representing the department in community meetings, hearings, and presentations; and monitoring code inspectors.</p>   |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the second-level within a three-level code enforcement administration classification series. Code Enforcement Officer, Senior is distinguished from Code Enforcement Officer in that the former represents the department at community meetings, monitors inspectors, and inspects properties for technical compliance, whereas the latter does not monitor inspectors but provides assistance to the Code Enforcement Board Administrator.</p>   |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Provides lead direction to assigned staff, including establishing workloads; prioritizing work assignments; monitoring employee performance; and interpreting personnel, administrative, and departmental policies and procedures.</li> <li>■ Coordinates training, operations, and equipment needs.</li> <li>■ Represents assigned department in community meetings, hearings, and presentations.</li> <li>■ Researches and documents code enforcement violation activities.</li> <li>■ Monitors and investigates inspectors involved in violating policies and procedures.</li> <li>■ Prepares and compiles statistical information.</li> <li>■ Serves as a liaison between departmental divisions, the general public, and various law enforcement agencies.</li> <li>■ Coordinates and approves cases involved in the lien process.</li> <li>■ Inspects residential and commercial properties for technical compliance with County building codes and issues citations or violation notices for non-compliance.</li> <li>■ Interprets County codes for businesses, homeowners, builders, developers, etc.</li> <li>■ Compiles information, prepares cases for court action, and testifies as an expert witness in non-compliance cases.</li> <li>■ Responds to questions or complaints issued by homeowners, landowners, business owners, or other residents related to code violations and investigates and resolves complaints.</li> <li>■ Initiates corrective action to bring violating entities into code compliance.</li> </ul> |           |               |              |                   |                |



# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Code Enforcement Officer, Senior**

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Inspection methods and techniques related to area of assignment (i.e., mechanical, electrical, plumbing, building, construction);
- Inspection tools and equipment;
- Methods and techniques used to conduct research;
- Building codes and regulations related to area of assignment;
- Zoning regulations and ordinances related to area of assignment;
- Fulton County geography;
- Occupational hazards and safety precautions related to area of assignment;
- Environmental Protection Agency (EPA) regulations;
- Theories and principles of community relations;
- Principles and practices of customer service;
- Office practice and procedures;
- Principles and practices of supervision;
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Providing lead direction to assigned staff;
- Conducting thorough inspections in area of assignment (i.e., mechanical, plumbing, electrical, building, construction);
- Using inspection tools and equipment;
- Providing effective customer service;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Writing narrative reports of inspection activities;
- Making decisions;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, engineering, or a related field; and three (3) years experience in code or zoning enforcement, inspections, or a related area; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Code Enforcement Officer, Senior**

### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License;
- Level I and II Certification issued by the Georgia Association of Code Enforcement (*in appropriate trade as related to area of assignment (mechanical, electrical, plumbing, building, construction)*);
- Professional certification issued by the Southern Building Code Congress International (SBCCI).

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, crawling, reaching, twisting, grasping, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 2/13/02.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Code Enforcement Officer**

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 505155  | B         | C41           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to confirming code violations and providing administrative assistance to the Code Enforcement Board Administrator. Responsibilities include inspecting properties for code compliance, preparing reports, issuing violation notices, and serving as a liaison between assigned department and the general public.</p>  |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the first-level within a three-level code enforcement administration classification series. Code Enforcement Officer is distinguished from Code Enforcement Officer, Senior in that the former does not monitor inspectors but provides assistance to the Code Enforcement Board Administrator, whereas the latter represents the department at community meetings, monitors inspectors, and inspects properties for technical compliance.</p>  |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Serves as a liaison for the Environmental Court, including researching and confirming that code violation citations are accurate and complete.</li> <li>■ Inspects properties for compliance with Fulton County codes and issues citations/violation notices for non-compliance.</li> <li>■ Cooperates with the Environmental Court in prosecuting code violations, including compiling code violation information, preparing cases for court action, and testifying as an expert witness in non-compliance cases.</li> <li>■ Provides assistance to the Code Enforcement Board Administrator, including conducting research, compiling monthly and quarterly violation case reports and graphs, and preparing presentations for Code Enforcement Board hearings.</li> <li>■ Prepares Code Enforcement Board docket and attends hearings.</li> <li>■ Advises County officials on problems with code enforcement cases and citizens' complaints.</li> <li>■ Prepares various Environmental Court forms.</li> <li>■ Interprets County codes for businesses, homeowners, builders, developers, and the general public.</li> <li>■ Maintains inspection files and logs and prepares inspection reports.</li> <li>■ Responds to questions or complaints issued by homeowners, landowners, business owners, or other residents related to code violations; investigates complaints; compiles information; and recommends action.</li> <li>■ Audits permit, license, and business records to determine compliance with County codes.</li> <li>■ Initiates corrective action to bring violating entities into compliance.</li> <li>■ Provides lead direction and training to assigned staff as required.</li> </ul> |           |               |              |                   |                |

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

**CLASS TITLE: Code Enforcement Officer**

### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Inspection methods and techniques related to area of assignment (i.e., mechanical, electrical, plumbing, building, construction);
- Inspection tools and equipment;
- Methods and techniques used to conduct research;
- Building codes and regulations related to area of assignment;
- Zoning regulations and ordinances related to area of assignment;
- Fulton County geography;
- Occupational hazards and safety precautions related to area of assignment;
- Environmental Protection Agency (EPA) regulations;
- Theories and principles of community relations;
- Principles and practices of customer service;
- Office practices and procedures;
- Personal computers and related software;
- Principles and practices of supervision.

### **SKILLS:** (position requirements at entry):

Skills in:

- Conducting thorough inspections in area of assignment (i.e., mechanical, plumbing, electrical, building, construction);
- Using inspection tools and equipment;
- Providing effective customer service;
- Operating personal computers, including spreadsheet, database, word processing, and presentation software;
- Preparing and presenting oral and written communication;
- Writing narrative reports of inspection activities;
- Making decisions;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, engineering, or a related field; and two (2) years experience in code or zoning enforcement, inspections, or a related area; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Code Enforcement Officer

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License;
- Level I Certification issued by the Georgia Association of Code Enforcement (*in appropriate trade as related to area of assignment (mechanical, electrical, plumbing, building, construction)*);
- Professional certification issued by the Southern Building Code Congress International (SBCCI).

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, mobility, lifting, carrying, climbing, bending, crouching, kneeling, crawling, reaching, twisting, grasping, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 2/13/02.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Code Enforcement Manager

| CLASS CODE:  | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|--|-----------|---------------|--------------|-------------------|----------------|
| 505156   | B         | C51           | Exempt       | #2                | B              |
| <p><b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to managing and supervising the work of code enforcement inspectors. Responsibilities include processing cases through the Code Enforcement Board and serving as the Board Administrator.</p>   |           |               |              |                   |                |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the third-level within a three-level code enforcement administration classification series. Code Enforcement Manager is distinguished from Code Enforcement Officer, Senior in that the former manages assigned code enforcement inspectors and serves as the Code Enforcement Board Administrator, whereas the latter does not manage code enforcement inspectors but monitors inspectors suspected of enforcement violations and performs property inspections for technical compliance.</p>   |           |               |              |                   |                |
| <p><b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.)</p> <ul style="list-style-type: none"> <li>■ Supervises assigned code enforcement staff, including establishing workloads, evaluating employee performance, maintaining personnel records, interpreting and enforcing policies and procedures, and administering disciplinary action as required.</li> <li>■ Processes cases through the Code Enforcement Board, including determining certified codes and pre-counseling sessions, and reviewing code violation citations for completeness and accuracy.</li> <li>■ Serves as Code Enforcement Board Administrator and as the primary contact with Board members.</li> <li>■ Enforces code compliance and issues citations related to non-permitting and code violations.</li> <li>■ Researches and provides information to the court.</li> <li>■ Facilitates and provides training for assigned code enforcement inspectors and Code Enforcement Board members.</li> <li>■ Prepares violation documentation for prosecution.</li> <li>■ Prepares monthly and quarterly reports.</li> <li>■ Conducts field inspections.</li> <li>■ Reviews inspection cases submitted by assigned code enforcement staff.</li> <li>■ Updates and monitors assigned case tracking system.</li> <li>■ Attends meetings with various County personnel to report on code enforcement activities and interpret zoning regulations.</li> <li>■ Ensures enforcement of codes, regulations, and ordinances by assigned staff.</li> <li>■ Establishes standards and procedures for prosecuting code violation cases.</li> </ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Material Management Manager

| CLASS CODE:   | EEO CODE: | SALARY RANGE: | FLSA STATUS: | PHYSICAL PROFILE: | TEST CATEGORY: |
|---|-----------|---------------|--------------|-------------------|----------------|
| 202027  | B         | C42           | Exempt       | #2                | B              |
| <b>JOB SUMMARY:</b> Incumbent in this class performs process duties related to managing inventory and supply operations within various County departments. Responsibilities include supervising assigned staff; operating heavy equipment and motor vehicles; and monitoring the storage, sale, and disposal of surplus items.  |           |               |              |                   |                |
| <b>DISTINGUISHING CHARACTERISTICS:</b> This is the fourth level within a four-level materials management classification series. Material Management Manager is distinguished from Material and Asset Supervisor in that the former manages material, inventory, and equipment functions within various departments, whereas the latter oversees warehouse storeroom activities and supervises the work of assigned staff. This series is distinguished from the Purchasing series by its focus on the warehousing, release, and control of equipment, materials, and supplies.  |           |               |              |                   |                |
| <b>ESSENTIAL DUTIES:</b> (This list is a representative sample; position assignments may vary.) <ul style="list-style-type: none"><li>■ Manages material, inventory, and equipment operations for an assigned County department.</li><li>■ Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.</li><li>■ Oversees the disposition of discarded materials and equipment.</li><li>■ Maintains and provides a variety of operational reports to departmental managers.</li><li>■ Coordinates the distribution of supplies and equipment.</li><li>■ Performs data entry of supplies for inventory tracking.</li><li>■ Operates a variety of vehicles and heavy equipment, such as forklifts and pallet jacks to load and unload supplies.</li><li>■ Conducts research and performs special projects as required.</li><li>■ Provides advice and recommendations on supplies and suppliers.</li><li>■ Processes service contracts for retail supply operations.</li><li>■ Provides training to County staff on computerized supply requisitions and the use of automated financial systems in warehouse operations.</li></ul> |           |               |              |                   |                |

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Material Management Manager

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Principles and practices of supervision;
- Office practices and procedures;
- Requirements for supply and equipment procurement;
- Methods and techniques used in reading invoices;
- Methods and techniques used in procuring supplies and equipment;
- Computerized inventory control procedures;
- Warehouse, shipping, and receiving procedures;
- Methods and techniques used in operating, loading, and moving motor vehicles and heavy equipment;
- Various hazardous materials, including dispersal and disposal procedures;
- Principles and practices of basic procurement;
- Personal computers and related software;
- Life cycles and disposition of materials.

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work;
- Resolving problems and making decisions;
- Applying accounting procedures and practices related to inventory and fixed assets;
- Operating, loading, and moving motor vehicles and heavy equipment;
- Performing mathematical calculations and computations;
- Planning warehouse space and manpower utilization;
- Accessing and operating automated financial information and inventory control systems;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Maintaining records and files;
- Reading invoices;
- Developing and implementing warehouse and inventory control procedures;
- Preparing and presenting analytical and statistical reports;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.



# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Material Management Manager

#### EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in logistics, business or public administration, or a related field; four (4) years experience in purchasing, warehousing, and/or inventory control; and two (2) years experience operating a computer terminal to maintain automated inventory records, including two (2) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*);
- Valid State of Georgia Commercial Driver's License (CDL) (*as required by position assignment*).

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, carrying, bending, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to Part II of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 6/9/03. JW/TAE/DAG

# **FULTON COUNTY, GEORGIA**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Code Enforcement Manager**

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Principles and practices of management and supervision;
- Practices and procedures of various court systems;
- Inspection methods related to area of assignment (i.e., mechanical, electrical, plumbing, building, construction);
- Methods and techniques used to conduct research;
- Building codes and regulations related to area of assignment;
- Zoning regulations and ordinances related to area of assignment;
- Fulton County geography;
- Federal, state, and local laws and regulations governing code enforcement;
- Methods and techniques used to prosecute code violations;
- Processes and procedures related to code certification;
- Legal practices and procedures.

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Managing and supervising assigned staff;
- Organizing and prioritizing work;
- Conducting research related to area of assignment;
- Processing information and materials;
- Conducting thorough code compliance inspections;
- Writing narrative reports of inspection activities;
- Preparing and presenting oral and written communication;
- Making decisions;
- Reading site maps;
- Reviewing complex materials;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, engineering, or a related field; and four (4) years experience in code or zoning enforcement, inspections, or a related area, including two (2) years supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

**CLASS TITLE: Code Enforcement Manager**

### LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's License;
- Level I and II Certification issued by the Georgia Association of Code Enforcement *(in appropriate trade as related to area of assignment (mechanical, electrical, plumbing, building, construction))*;
- Professional certification issued by the Southern Building Code Congress International (SBCCI).

### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, grasping, driving, talking, hearing, and seeing.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft prepared by Fulton County Personnel 2/13/02.